

2002

BOARD MINUTES

BOOK

2002





JASPER COUNTY PUBLIC LIBRARY

www.jasperco.lib.in.us

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
Wheatfield, Indiana 46392-7396
219 • 956-3774
Fax 219 • 956-4808

2002 Board Members

	<u>Phone</u>	<u>Term Expires</u>	<u>Appointed By</u>
President: Anne-Marie Egan [REDACTED]	[REDACTED]	May 9, 2005	Rensselaer Central School Board
Vice-President: Mike Crawford [REDACTED]	[REDACTED]	August 2, 2003	Pres. KV & West Central School Boards
Secretary: Mark Heinig III [REDACTED]	[REDACTED]	December 31, 2005	County Council
Treasurer: Mari Anne Sayler [REDACTED]	[REDACTED]	May 9, 2006	Rensselaer Central School Board
Sue Deardorff [REDACTED]	[REDACTED]	December 31, 2002	Co. Commissioners
Joan Floyd [REDACTED]	[REDACTED]	December 31, 2003	County Commissioners
Timothy Schultz [REDACTED]	[REDACTED]	June 30, 2004	County Council

6/1/02

Board Meeting Dates

2002

Meetings are held at 7:00 P.M. at the Rensselaer Library
unless otherwise noted

Monday, January 14

Technical Services Librarian, System Administrator's Reports

Monday, February 11

Rensselaer Librarian & Children's Specialist Reports

Monday, March 11

Monday, April 8 (at DeMotte)

DeMotte Librarian & Children's Specialist Reports

Monday, May 13

Monday, June 10

Monday, July 8

Monday, August 12

Monday, August 26 (Special Budget meeting)

Monday, September 9 (at Wheatfield)

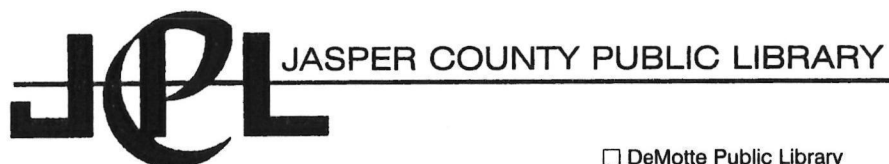
Wheatfield Librarian & Children's Specialist Reports

Monday, October 14

Monday, November 11

Monday, December 9

Monday, December 30 (Special Year End meeting)



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Timothy Schultz [REDACTED]	[REDACTED]	June 30, 2004	County Council

JASPER COUNTY PUBLIC LIBRARY

EMPLOYEE NAME & ADDRESS LIST

<u>Employee Name</u>	<u>Job Title</u>	<u>Address</u>	<u>City,State,Zip</u>	<u>Telephone</u>	<u>Cell Phone</u>
BEEDLE, Marlene	Specialist 1 - D				
BROHOLM, Melanie	Page - W				
BROWN, Glenda	Ref. Library Specialist 2 - R				
CARR, Renee	Specialist 1 - D				
CAVINDER, Rachael	Library Asst. 2 - D				
CHALIK, Jacob I.	Page - W				
CLY, (Anna) Chris	Clerk - R				
DAUGHERTY, Lynn	Library Director				
DAVIS, Lisa	Lib.Asst 2/Asst.Bkkpr-R				
DELGER, Kimberly	Clerk - D				
EDGMAN, Matthew	Page - D				
EVERS, Jennifer L.	T.S. Librarian 3				
FAGEN, Charlotte	Children's Specialist 3 - D				
FRALEY, Rebecca	Page - D				
GIBSON, Rebecca	Librarian 1 - D				
GRAF, Elizabeth (Beth)	Clerk - R				
HAVENS, Denise Y.	Clerk - D				
HAVENS, Heather	Page, Substitute - D				
HOWARD, Rose	Janitor - D & W				
JUNG, Gail	Business Manager - R				
KALUF, Jean	Library Asst. 1 - D				
KENNING, Amy	Page - R				
KOOY, Diana	Agency Librarian 1 - W				
K...S, Diane	Library Specialist 3 - W				
LAJEESTEE, Sandi	Clerk - D				
MAXWELL, Sheila	Systems Administrator - R				
MAYS, Kris	Library Assistant 1 -R				
MOLENAAR, Mary	Library Assistant 1 - T.S.				
MULVIHILL, Kara	Page - R				
OPOLSKI, Diane	Library Assistant 1-W				
PULLINS, Amber	Library Assistant I - R				
ROBERTS, Kimberly	Page - R				
SALYER, Beth	Clerk - R				
SAXON, Jackie	Librarian 1- R				
SCHOLL, Elizabeth	Page - R				
SCHULENBERG, Sharon	Spec.Services Librarian-R				
SPEACHT, Nanette	Lib. Asst 1 - W				
STANDISH, Jack	Janitor/Maintenance - R				
STRINGFELLOW, Patty	Headquarters Librarian 3 - R				
STUBBLEFIELD, Vickie	Library Assistant 1 - D				
TACHTIRIS, Jill	Ref. Library Specialist 2 - D				
THOMPSON, Linda	Library Asst 1 - W				
VIS, Ginger	Janitor - W/D;Clerk- D				
WARRAN, Cheryl	Substitute Janitor - W/D				
WEED, Kathryn	Librarian 2 - R				
WHITLOW, Emily	Multi-Dept. Asst 2 & Lib. Asst				
WOODS, Margaret	T.S. Library Specialist 2				
WYNKOOP, Dana	Page - D				
EGAN, ANNE-MARIE	BOARD PRESIDENT-2001				
PAGER	COMPUTER EMERGENCY				

2002 Budget

1 PERSONAL SERVICES

1.1	Salaries and wages	
1.11	Salary of librarian	\$48,776
1.12	Salary of Assistants	\$672,085
1.13	Wages of Janitor	\$44,317
1.2	Employee benefits	
1.21	Employer: FICA	\$58,446
1.22	Unemployment Comp	\$513
1.23	Employer: PERF	\$37,372
1.24	Employer: Group Insur.	\$34,848
1.3	Other personal services	
1.31	Other personal services	\$750
Total Personal Services		\$897,107

2 SUPPLIES

2.1	Office supplies	
2.11	Official records	\$750
2.12	Stationery/printing	\$450
2.13	Other office supplies	\$6,500
2.2	Operating supplies	
2.21	Cleaning/sanitation	\$4,200
2.22	Fuel/oil/lubricants	\$10
2.23	Other operating supplies	\$4,000
2.3	Repair/maintenance supplies	
2.31	Building materials	\$1,200
2.32	Painting supplies	
2.33	Repair parts	\$400
2.4	Other supplies	
2.41	Library supplies	\$12,615
2.42	Marketing	\$150
Total Supplies		\$30,275

3 OTHER SERVICES/CHARGES

3.1	Professional services	
3.11	Consulting services	
3.12	Engineer/Arch Services	\$10,000
3.13	Legal services	\$1,500
3.14	Other profess. services	\$6,000
3.2	Communication/Transportation	
3.21	Telephone	\$7,000
3.22	Postage	\$5,000
3.23	Traveling expenses	\$8,000
3.24	Professional mtgs	\$9,000
3.25	Freight/Express	\$3,400

3.26	Network expenses	\$5,500
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	\$1,500
3.32	Printing (not offc. supply)	\$200
3.33	Marketing advertising	\$550
3.4	Insurance	
3.41	Official bonds	\$200
3.42	Other insurance	\$12,500
3.5	Utility services	
3.51	Gas	\$36,000
3.52	Electricity	\$46,000
3.53	Water	\$950
3.54	Waste disposal service	\$2,365
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	\$46,000
3.62	Equipment	\$2,000
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	\$230
3.91	Dues	\$2,600
3.92	Interest on loans	\$0
3.93	Taxes/Assessments	
3.94	Transfer to LIRF	\$50,000
3.95	Book reimbursement	\$100
3.96	Petty cash	\$120
3.97	Interview/moving expense	\$500
3.98	Maintenance contracts	\$51,872
	Total Other Services/Charges	\$309,087
4	CAPITAL OUTLAYS	
4.1	Land	
4.2	Buildings	
4.3	Improvements	
4.4	Furniture/equipment	\$19,685
4.5	Other capital outlays	
4.51	Books	\$145,400
4.52	Periodicals,newspapers	\$24,000
4.53	Nonprint materials	\$56,350
	Total Capital Outlays	\$245,435
	FUND TOTAL	\$1,481,904

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Monday, September 9 (at Wheatfield)

Wheatfield Librarian & Children's Specialist Reports

Monday, October 14

Monday, November 11

Monday, December 9

Friday, December 27 (Special Year End meeting)

Holiday Schedule 2002

The Libraries will be closed on the following days:

New Year's Day: Tuesday, January 1
Memorial Day: Monday, May 27
Independence Day: Thursday, July 4
Labor Day: Monday, September 2
Thanksgiving: Thursday, November 28
Christmas Eve: Tuesday, December 24
Christmas Day: Wednesday, December 25
New Year's Eve: Tuesday, December 31

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Six employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having worked 5 years or 15 years at the library.

Jasper County Public Library Board Committees 2002

Budget Committee: Mark Heinig, chair, Mike Crawford, Sue Deardorff

Meets in June or July to review next year's budget proposal prepared by library staff. Adjustments are made and committee presents final recommendation to the full board at the July meeting.

Director's Evaluation Committee: Joan Floyd, Anne-Marie Egan, chair, Mark Heinig

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board, then given to the director.

Bylaws and Policy Review Committee: Anne-Marie Egan, Mari Anne Sayler, Sue Deardorff

Sometimes meets in January to make changes to the Policy Review Schedule, to decide if new policies should be instituted during the year and schedule these, and to determine how to proceed during the remainder of the year. (This was deemed unnecessary this year.)

Past procedure has been for the director to recommend changes in policies to the policy committee one month before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Mari Anne Sayler, chair, Tim, Mike Crawford

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

JAN.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, January 14, 2002 7:00 PM Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of December 9th and 27th meetings (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Annual Salary Ordinance (R 7)

General Business

- A. Annual Reports: Technical Services Librarian &
Systems Administrator
- B. Board notebooks: review
- C. JCPL Promotional Presentation R 27
- D. Wheatfield Library building project (R 9-R 21)
 - 1. Planning Committee
 - 2. Feasibility study
- E. Board committee appointments
- F. Substitute employee status (R 27)

Information
Information
Discussion
Action

Information
Action

Director's Report (R 27-R 28)

Discussion

Items for future Agendas

Public Forum

Adjournment

Meeting of the Board of Finance

- A. Election of board of finance officers (R 28)
- B. Designation of newspapers for public notices (R 28)
- C. Annual financial report (R 23)
- D. Annual accounting practices (R 21)
- E. Adjournment

Action
Action
Information
Action
Action

Minutes December 10, 2001
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Joan Floyd, Mike Crawford, Tim Schultz, Sue Deardorff, Anne-Marie Egan, Mark Heinig III, Lynn Daugherty.

Agenda/Consent Agenda: On a motion by M. Heinig, seconded by M. Crawford, the Consent Agenda and Agenda items including November Minutes, Financial Reports, board meeting dates for 2001, bank transfer from DeMotte State Bank to Peoples State Bank and a Revised Salary Ordinance were approved unanimously.

Long Range Plan Progress Report 2001: The Board commended the staff on all they have accomplished in 2001. The Board feel the plan was very thoroughly followed and thanked the staff for meeting almost every 2001 plan goal.

Contingency planning for staff absence: The director explained the back-up measures taken when a key employee is absent for an extended period of time. The board unanimously decided that the Director should appoint a First Assistant, giving her the necessary training and background to be able to fill in on an interim basis upon extended absence of the director. Motion was made by M. Crawford, seconded by S. Deardorff. The First Assistant will have no additional duties or salary, except in case of the director's extended absence.

Election of officers: The following board officers were elected for 2002, on a motion by M. Heinig, seconded by J. Floyd: Anne Marie Egan, President; Mike Crawford, Vice President; Mark Heinig, Secretary; Mari Anne Sayler, Treasurer; Tim Schultz, Assistant Treasurer. T. Schultz was then administered the Oath of Office by A-M Egan, pursuant to renewal of his assistant treasurer's bond.

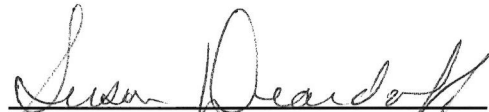
Workshop approval: The board unanimously agreed that the Library should pay the conference and travel fees as previously specified for 7 persons to attend PLA in Phoenix, and for 2 staff to attend the CIL Conference in Washington, D.C. Motion was made by J. Floyd, seconded by M. Crawford. The board felt that it would not be necessary to ask Friends of the Library to help with expenses.

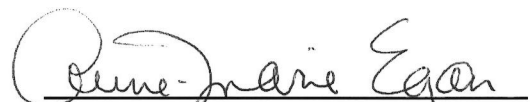
December 27 board meeting time: The Thursday, December 27, meeting will take place at the Rensselaer Library at 8:00 AM. Sue, Anne-Marie and Mark will all be in attendance. Mike, Mari Anne or Tim will be needed for a quorum. This meeting will last for a maximum of 15 minutes to handle year-end bills and transfers.

Wheatfield Feasibility Study: The board asked that we find a library consultant who can take economic and political factors into account as they develop a detailed needs assessment, prior to our hiring an architect. The architect would then determine the feasibility of adding on to the present building and would design the building to meet our needs.

Director's Report: Board members were invited to visit the Schaumburg, IL library on either Thursday, December 13 or Wednesday, January 9, with staff.

With no other business to discuss, the meeting adjourned at 8:25 PM on a motion by S. Deardorff, seconded by M. Crawford.


Attest: Sue Deardorff, Secretary


Anne-Marie Egan, President

Minutes December 27, 2001
Meeting of the Jasper County Public Library Board
Rensselaer Library **8:00 AM**

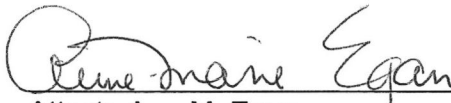
Present: Mari Anne Sayler, Anne-Marie Egan, Sue Deardorff, Mark Heinig, Lynn Daugherty.

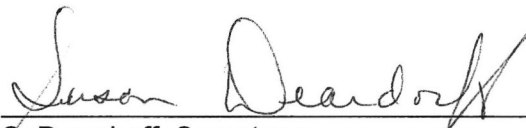
The president administered the oath of office to Mari Anne Sayler, Treasurer for 2002.

The board approved bills on a motion by M. Heinig, seconded by S. Deardorff. They approved Operating Fund transfers of \$8,293.64 on a motion by S. Deardorff, seconded by M.A. Sayler.

The board unanimously approved a transfer of \$23,923 from the Operating Fund (3.94 Transfer to LIRF) to the Library Improvement Reserve Fund on a motion by M. Heinig, seconded by S. Deardorff

With no further business, the meeting adjourned at 8:15 AM on a motion by M. A. Sayler, seconded by S. Deardorff.


Attest: A. - M. Egan


S. Deardorff, Secretary

December 2001

DEMOTTE

WHEATFIELD

Added
Vols.

Withdrew
Vols.

Circulation

Added
Vols.

Withdrew
Vols.

Circulation

Added
Vols.

Withdrew
Vols.

Circulation

**Total
Circ.**

Fiction	52	31	1,561	67	0	1,755	27	0	663	3,979
Nonfiction	81	104	1,030	103	0	857	58	0	437	2,324

Fiction	32	83	1,408	60	0	1,689	10	0	732	3,829
Nonfiction	15	11	441	30	0	579	3	0	225	1,245

Fiction	5	0	106	4	0	267	1	0	63	436
Nonfiction	1	0	18	7	0	50	1	0	18	86

Magazines, Child	55	6	19	80
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Internet Use	177	424	121	722
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Sound Rec/Child	0	1	94	1	0	60	0	0	22	176
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Software	13	0	117	12	0	151	1	0	52	320
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VHS/DVD	40	0	926	25	0	1 670	668	3 264
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TOTAL	271	230	6,878	200	0	8,331	118	0	3,422	18,640
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1991	271	200	3,370	329	0	3,881	110	0	3,770	18,072
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WHEATFIELD

Percent Increase/Decrease	22.0%	6.3%	40.8%
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Circulation	15 916	18 642	17 1%
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70
W

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
12,760	12,781	12,089	12,156	8,068	8,095
15,136	15,113	21,358	21,461	8,134	8,192
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
10,849	10,798	12,615	12,675	6,446	6,456
7,861	7,865	8,254	8,284	3,876	3,879
					Fiction
					Nonfiction
					YA BOOKS
1,868	1,873	2,348	2,352	1,382	1,383
571	572	505	512	136	137
					Fiction
					Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
					Internet Use
1,090	1,122	1,774	1,794	1,219	1,226
300	299	377	378	276	276
25	25	16	16	1	1
132	145	193	205	126	127
					Software
					Vertical Files
1,330	1,370	2,204	2,229	890	890
2	2	2	2	2	2
					VHS/DVD
					Equipment
51,924	51,965	61,875	62,204	30,556	30,664
					TOTAL
XX					

CIRCULATION BY HOLDINGS CODE
December 2001

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	4			4
Award Winner JE (DAJE)	8			8
Award Winner JFIC (DAJFIC)	14			14
Award Winner JNF (DAJNF)	3			3
Award Winner JPFIC (DAJBPF)				0
Award Winner YAFIC (DAYAF)	7			7
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	63	6	1	70
Books on CD (DBKCD)	21	2	3	26
Books on Tape (DBKT)	138	1	1	140
Compact Disc (DCD)	206	10	9	225
DVD	179		4	183
Equipment (DEQP)				0
See librarian (DERR)				0
Express Book (DEXP)	47			47
Fiction (DFIC)	1165	43	29	1237
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	177			177
Juv. Biography (DJBIO)	41	3	2	46
Juv. Book on CD (DJBKCD)	3			
Juv. Book on Tape (DJBKT)	72	1	2	75
Juv. Compact Disc (DJCD)	7			7
Juvenile Easy (DJE)	761	1	16	778
Juv. Easy Reader (DJER)	217		14	231
Juv. Fiction (DJFIC)	156	11	4	171
Juv. Holiday books (DJHOL)				0
Juv. Magazine (DJMAG)	54			54
Juv. Music Cassette (DJMC)	9			9
Juv. Nonfiction (DJNF)	366	4	3	373
Juv. Nonfic Text Bk (DJNFTB)	2			2
Juv. Paperback fic (DJPBF)	220	6	6	232
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	84	1	1	86
Large Print Nonfic (DLPNF)	5			5
Magazine (DMAG)	525			525
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	877	41	19	937
Nonfiction VHS (DNFVHS)	26	6		32
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	8		1	9
Parent Shelf Ref (DPREF)				0
Reference (DREF)	2			2
Ref. Magazine (DRMAG)	1			1
Reference Software (DRSW)				0
Spanish Collection (DSPA)	1			1
Software (DSWAR)	116	5		121
Vertical File (DVF)	5			5

YA Biography (DYAB)	2			2
YA Books on Tape (DYABKT)	7			7
YA Fiction (DYAF)	38	1		39
YA Nonfiction (DYANF)	15			15
YA Paperback Fic (DYAPBF)	48	9		57
Award Winner JBIO (RAJBIO)		4		4
Award Winner JE (RAJE)		3		3
Award Winner JFIC (RAJFIC)		6		6
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)		2		2
Award Winner YAFIC (RAYAF)	1	5		6
Award Winner YAPFIC (RAYPBF)		1		1
Biography (RBIO)	3	83	1	87
Books on CD (RBKCD)	2	20		22
Books on Tape (RBKT)	8	138	3	149
Compact Disc (RCD)	13	331	1	345
DVD	1	376	2	379
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		113		113
Fiction (RFIC)	35	1120	20	1175
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		7		7
Internet (RINTER)		424		424
Juv. Biography (RJBIO)	1	12	1	14
Juv. Book on CD (RJBKCD)				
Juv. Book on Tape (RJBKT)	1	35		36
Juv. Compact Disc (RJCD)		14		14
Juvenile Easy (RJE)	12	853	4	869
Juv. Easy Reader (RJER)	4	155		159
Juv. Fiction (RJFIC)	7	339	4	350
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		6		6
Juv. Music Cassette (RJMC)		8		8
Juv. Nonfiction (RJNF)	11	548	6	565
Juv. Nonfic Text Bk (RJNFT)				0
Juv. Paperback fic (RJPBF)	1	307	1	309
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)		55		55
Large Print Nonfic (RLPNF)		1		1
Magazine (RMAG)	1	264		265
Music Cassette (RMCAS)				0
Nonfiction (RNFIC)	33	659	21	713
Nonfiction VHS (RNFVHS)		45		45
Professional Coll. (RPRO)	1			1
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		4		4
Parent Shelf Ref (PREF)				0
Reference (REF)		2		2
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)		2		2
Spanish Collection (RSPA)		15	4	19
Software (RSWAR)		144		144
Vertical File (RVF)		5		5

YA Biography (RYAB)		3		3
YA Books on Tape (RYABKT)		11		11
YA Fiction (RYAF)	4	86	1	91
YA Nonfiction (RYANF)		47	1	48
YA Paperback Fic (RYAPBF)	3	160		163
Award Winner JBIO (WAJBIO)			1	1
Award Winner JE (WAJE)			2	2
Award Winner JFIC (WAJFIC)			1	1
Award Winner JNF (WAJNF)			1	1
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WYAYPBF)		2		2
Biography (WBIO)	1	4	27	32
Books on CD (WBKCD)			4	4
Books on Tape (WBKT)	8	4	51	63
Compact Disc (WCD)	7	4	154	165
DVD			116	116
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)				0
Fiction (WFIC)	44	28	524	596
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			121	121
Juv. Biography (WJBIO)	1		7	8
Juv. Book on CD (WJBKCD)				
Juv. Book on Tape (WJBKT)	2	2	19	23
Juv. Compact Disc (WJCD)			1	1
Juvenile Easy (WJE)	2	1	337	340
Juv. Easy Reader (WJER)	1		140	141
Juv. Fiction (WJFIC)	5	4	118	127
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)	1		19	20
Juv. Music Cassette (WJMC)				0
Juv. Nonfiction (WJNF)	4	4	197	205
Juv. Nonfic Text Bk (WJNFTB)			6	6
Juv. Paperback fic (WJPBF)		1	85	86
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)			6	6
Large Print Nonfic (WLPNF)			2	2
Magazine (WMAG)	3		178	181
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	20	14	333	367
Nonfiction VHS (WNFVHS)	1	1	17	19
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			3	3
Software (WSWAR)	1	2	52	55
Vertical File (WVFC)			1	1

YA Biography (WYAB)			1	1
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)			33	33
YA Nonfiction (WYANF)	1		16	17
YA Paperback Fic (WYAPBF)	5	3	29	37
TOTAL	6668	7880	3316	17861

CIRCULATION BY HOLDINGS CODE

October 2001

December

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	4	4	1	9
Award Winner JE (AJE)	8	3	2	13
Award Winner JFIC (AJF)	14	6	1	21
Award Winner JNF (AJNF)	3	0	1	4
Award Winner JPFIC (AJPF)	0	2	0	2
Award Winner YAFIC (AYAF)	8	5	0	13
Award Winner YAPFIC (YAYPB)	0	3	0	3
Biography (BIO)	67	93	29	189
Books on CD (BKCD)	23	22	7	52
Books on Tape (BKT)	154	154	55	363
Compact Disc (CD)	226	345	164	735
DVD	180	376	122	678
Equipment (EQP)	0	0	0	0
See librarian (ERR)	0	0	0	0
Express Book (EXP)	47	113	0	160
Fiction (FIC)	1244	1191	573	3008
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	7	0	7
Internet (INTR)	177	424	121	722
Juv. Biography (JBIO)	43	15	10	68
Juv. Book on CD (JBKD)	3	0	0	3
Juv. Book on Tape (JBKT)	75	38	21	134
Juv. Compact Disc (JCD)	7	14	1	22
Juvenile Easy (JE)	775	855	357	1987
Juv. Easy Reader (JER)	222	155	154	531
Juv. Fiction (JFIC)	168	354	126	648
Juv. Holiday (JHOL)	0	0	0	0
Juv. Magazine (JMAG)	55	6	19	80
Juv. Music Cassette (JMC)	9	8	0	17
Juv. Nonfiction (JNF)	381	556	206	1143
Juv. Nonfic Text Bk (JNFT)	2	0	6	8
Juv. Paperback fic (JPBF)	221	314	92	627
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	84	56	7	147
Large Print Nonfic (LPNF)	5	1	2	8
Magazine (MAG)	529	264	178	971
Music Cassette (MCAS)	0	0	0	0
Nonfiction (NFIC)	930	714	373	2017
Nonfiction VHS (NFVH)	27	52	17	96
Professional Coll. (PROF)	1	0	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	8	4	1	13
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	26	34	26	86
Ref. Magazine (RMAG)	1	0	0	1
Reference Software (RSWAR)	0	2	0	2
Spanish Collection (SPA)	1	15	7	23
Software (SWAR)	117	151	52	320

VHS	719	1242	529	2490
YA Biography (YAB)	2	3	1	6
YA Books on Tape (YABKT)	7	11	0	18
YA Fiction (YAF)	42	87	34	163
YA Nonfiction (YANF)	16	47	17	80
YA Paperback Fic (YAPBF)	56	172	29	257
				0
Free reads	186	395	83	664
Puzzles			6	6
Talking books		14		14
Assignment Shelf Books				0
TOTAL	6878	8333	3433	18644

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1561	1755	663	3979
Nonfiction	1030	857	437	2324
CHILDREN'S BOOKS				
Fiction	1408	1689	732	3829
Nonfiction	441	579	225	1245
YA BOOKS				
Fiction	106	267	63	436
Nonfiction	18	50	18	86
Magazines, Adult	530	264	178	972
Magazines, Children	55	6	19	80
Games, Toys	0	7	6	13
Internet use	177	424	121	722
Sound Recordings, adult	410	546	226	1101
Sound Recordings, ch	94	60	22	176
Online databases	0	0	0	0
Software	117	151	52	320
Vertical file	5	6	3	14
VHS/DVD	926	1670	668	3264
Equipment	0	0	0	0
Total	6878	8331	3433	18642

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

December 2001

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	89	19	114	25	82	18		0
LOCAL HISTORY								
In person	51	14	6	2		0		0
Letters written	0	0	4	4		0		0
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	17	1	28	2	19	2		0
VCR Use		0		0		0		0
Microforms		0		0		0		0
CD ROM/Online databases		0		0		0		0
Typewriter use	3	0		0		0	3	0
Other equipment used	2	1		0		0	2	1
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	2	1		0	3	2
Notarized documents	3	1	1	0		0	4	1
Meeting Room Use (no. of groups)	45	15	14	5	25	8	84	28
Study room use	16	1	10	1	2	0	28	2
INTERLIBRARY LOANS								
Requests made for:	30	8	54	14	9	2	93	23
Items rec'd for:	24	12	32	16	26	13	82	41
Items requested by other libraries	1		1				2	
Items supplied to other libraries	1	1	1	1		0	2	1

REGISTRATIONS

Total Borrowers	7676	7932	3167	18775
Non-resident, paying	12	24	0	36
PLAC card users	0	2	0	2
Reciprocal borrowers	435	268	22	725

PROGRAMS

Programs for all ages	3	18	2	12	0	5	30	
Children's Programs (0-13)	17	102	5	30	3	18	25	150
Number attending	308		84		36		428	
YA Programs (14-17)	1	6		0		0	1	6
Number attending	19		6				25	
Adult Programs	1	6	3	18	2	12	6	36
Number attending	67		38		7		112	
Senior Citizen Programs		0	1	6		0	1	6
Number attending	2		11		4		17	
Total Number of Programs	22	132	11	66	5	30	38	228
Total Persons Attending	396		139		47		582	
Total Attending Same Month Last Yr.	236		105		140		481	
Total Staff Hours Spent		206		136		73		327
Hours Spent Same Month last year		174		174		103		451

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5143	75.0%	5890	71.0%	2483	72.9%	13516	72.9%
Corporate	30	0.4%	53	0.6%	4	0.1%	87	0.5%
Juvenile 0-11	773	11.3%	1040	12.5%	373	10.9%	2186	11.8%
Nonresident No Fee	27	0.4%	163	2.0%	165	4.8%	355	1.9%
Nonresident Fee		0.0%	6	0.1%		0.0%	6	0.0%
Reciprocal	214	3.1%	215	2.6%	46	1.3%	475	2.6%
School	1	0.0%	7	0.1%		0.0%	8	0.0%
St. Joseph College		0.0%	64	0.8%		0.0%	64	0.3%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	463	6.8%	469	5.7%	234	6.9%	1166	6.3%
YA 12-17	203	3.0%	383	4.6%	103	3.0%	689	3.7%
Total	6854		8290		3408		18552	
All items borrowed by nonresidents	242	3.5%	455	5.5%	211	6.2%	908	4.9%

Salary Ordinance 2002

1/9/02

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Library rked	Start Date	Raise Date(s)	Step
	Page	5.95/6.05	Sub		R		
Beedle, Marlene	Specialist 1	\$12.05	\$20,051.20	32	D	1/8/92	7
Black, Maegan	Page	5.75/5.85/5.95	\$2,640.96	8.5	W	9/17/01 4/1?,10/1?	1b,c,2
Brown, Glenda	Specialist 2	\$12.75	\$26,520.00	40	R	4/25/88	7
Carr, Renee	Specialist 1	\$12.55	\$20,883.20	32	D	2/1/90	8
Cavinder, Rachael	Lib. Asst 2	\$10.75	\$20,124.00	36	D	4/93;6/00	6
Cly, Chris	Clerk	\$8.50	\$14,586.00	33	R	9/1/99	4
Daugherty, Lynn	Director	\$23.45	\$48,776.00	40	R	1/17/83	
Delger, Kim	Clerk	7.00/7.10/7.25	\$4,461.90	12	D	1/1/02	4/1,7/1 1a,b,c
Edgman, Matthew S.	Page	5.75/5.85/5.95	\$3,055.00	10	D	8/13/01	1a,b,c
Evers, Jennifer	Librarian 3 (Tech)	\$17.00	\$35,360.00	40	R	12/15/98	6
Fagen, Charlotte	Specialist 3	\$13.95	\$25,389.00	35	D	9/1/83	8
Gibson, Rebecca	Specialist 3	\$12.95	\$26,936.00	40	D	7/17/00	6
Hall, Melissa S.	Page	6.05	\$3,146.00	10	D	8/21/00	2
Havens, Denise	Clerk	7.00/7.10/7.25	\$4,461.00	12	D	1/18/01	2
Howard, Rose	Janitor	\$11.75	\$17,108.00	28	D,W	6/28/86	longevity
Jung, Gail	Admin. Asst	\$14.50	\$30,160.00	40	R	8/17/92	10
Kaeb, Georgiann	Page	5.75/5.85/5.95/6.0	\$2,579.34	8.5	W	10/25/01 2/1,5/1,11/1	1a,b,c,2
Kooy, Diana	Librarian I	\$15.25	\$28,548.00	36	W	5/6/88	7
Kros, Diane	Specialist 3	\$13.45	\$24,479.00	35	W	8/20/85	7
Kupke, James	Page	\$6.35	\$3,302.00	10	R	4/18/00	3
Lagestee, Sandi	Clerk	7.00/7.10/7.25	\$4,461.90	12	D	1/1/02	4/1,7/1 1a,b,c
Maxwell, Sheila	Systems Admin.	\$18.50	\$38,480.00	40	R	7/21/97	9
Mays, Kris	Lib. Asst 1	\$10.50	\$21,840.00	40	R	2/11/97	7
Molenaar, Mary	Lib. Asst 1	\$8.00	\$16,640.00	40	R	2/12/01	2
Morris, Beth	Page	5.75/5.85/5.95	\$3,055.00	10	R	12/20/01	4/1,7/1 1a,b,c
Opolski, Diane	Library Asst 1	\$10.50	\$17,472.00	32	W	12/18/95	7
Plant, Nathan	Clerk	\$8.50	\$4,420.00	10	R	1/20/98	4
Rusher, Lisa	Lib. Asst II/Bkpr	\$11.75	\$24,440.00	40	R	8/21/95	8
Salyer, Beth	Clerk	\$8.00	\$5,824.00	14	R	3/6/00	3
Saxon, Jackie	Librarian 1	\$14.75	\$26,845.00	35	R	5/21/96	6
Schulenberg, Sharon	Spec. Serv Lib	\$14.45	\$26,299.00	35	R	11/11/68	9
Speacht, Nanette	Lib. Asst 1	\$8.50	\$8,840.00	20	W	5/2/98	3
Standish, Jack	Janitor/Maint	\$12.25	\$18,473.00	29	R	1/17/94	7
Stringfellow, Patricia	Libn 3	\$15.50	\$32,240.00	40	R	5/12/97	3
Stubblefield, Vickie	Lib. Asst 1	\$8.00	\$13,312.00	32	D	9/26/00	2
Tachtiris, Jill	Specialist 2	\$12.75	\$26,520.00	40	D	8/22/84	7
Thompson, Linda	Lib. Asst I	\$9.50	\$13,832.00	28	W	5/13/97	5
Vis, Virginia	Janitor	\$10.50	\$8,736.00	16	D,W	7/23/96	5
Vis, Virginia	Clerk	\$7.50	\$7,800.00	20	D	7/23/96	2
Weed, Kathryn	Librarian 2	\$14.00	\$29,120.00	40	R	2/22/99	3
Whited, Amber	Lib. Asst 1	\$10.75	\$22,360.00	40	R	3/14/90	Longevity
Whitlow, Emily	Floater/Lib Asst I	\$9.90	\$12,870.00	25	D,R,W	9/13/99	5,3
Wireman, Rachel	Page	5.85/5.95/6.05	\$3,116.00	10	R	7/16/01	1/16,7/16 1b,c,2
Woods, Peggy	Specialist 2	\$12.25	\$25,480.00	40	R	2/1/94	6
Wynkoop, Dana	Page	\$6.05	\$3,146.00	10	D	8/7/00	3
Zak, Laura	Page	5.85/5.95/6.05	\$3,112.00	10	R	8/1/01	2/1,8/1 1b,1c,2
	Page	5.75/5.85/5.95	\$1,222.00	4	D		1a,b,c
	Page (added hrs)	\$6.05	\$912.34	2.9	D,R,W		2
TOTAL			\$783,434.84				

We have examined and approved the year 2002 Jasper County Public Library Salary Ordinance on the previous page totaling \$783,434.84. Dated January 14, 2002.

Lison Deardorff

John D. Egan

Mari Anne Sayler

Brenda Egan

Mike Heining

MEMORANDUM

Wheatfield Feasibility Study

Summary: The Board must determine at this board meeting what issues we want an architect to include in a feasibility study. They should also determine which architects to consider further. They might decide either to interview the most likely candidates at the February meeting, or have a board/staff committee interview before the February meeting and recommend an architect *at* the February meeting.

Discussion: At the December meeting, I gave you a brief overview of the feasibility study process that was too condensed. It caused confusion and doubt about the method. This month I want to go over the process more carefully.

I will first go over with you the Wheatfield Space Needs study that Diana and I did a year ago, which has been updated. (R 11-R18) I will discuss the property issues (R 19). I want to review with you how the library's space needs are determined. (R 20-R 21) I will then review with you the various submittals from architects. As I do not have 7 copies of each, I will bring them to the meeting and, with you sharing copies, we can look at each of the recommended architects.

Issues to be considered:

- ◆ Do you want Diana and I to do the work on a detailed space needs assessment, letting the architect's staff go over our results to see if our method was credible? This will take time, but it could lower the cost of the feasibility study. Or do you want the architect to have their staff guide the space needs assessment?
- ◆ Should the building program be written by the architect or by us? I suggest that we (a staff/board committee possibly with community input) write it, with input from architect. It is a document that says what *we* want the result to be in terms of how the building functions for *us* and the impression it gives to our *patrons*. What the architect designs is supposed to conform to the spirit of the building program. It might be cheaper that way also.

Vote:

- ◆ **What issues to have studied in the feasibility study.**
- ◆ **Which architects to consider further.**
- ◆ **The procedure to follow in selecting the architect.**

Wheatfield Space Needs 12/14/01

Population Estimates for year 2020: Walker, Wheatfield and Kankakee Townships, plus the town of Wheatfield, are generally considered to be the district served by the Wheatfield Library. The current population of this area is **7364**.

Census 2000 Population Compared to 1990: Indiana Townships, Jasper County

According to these estimates, the population of the three townships named above increased as follows between 1990 and 2000:

		<u>Pop. 2000</u>	<u>Pop. 1990</u>	<u>% Children</u>	<u>% Hispanic</u>
Kankakee:	+10.8%	945	789	25.6%	2.1%
Walker:	+33.3%	2797	2098	29.5%	4.1%
Wheatfield	+42.2%	3622	2547	31%	2.3%

If they increased at a like rate every 10 years, by 2020 the total population of the townships (including the town of Wheatfield) would be: **13,454**

Indiana Business Research Center Projections 2000-2020. February 1999 Indiana University--Kelley School of Business

This population study suggests that Jasper County as a whole will grow 12.8% by 2020. If all townships grew at that same rate, the population of the Wheatfield Library service district would be: **8,307**. (I adjusted by using 2000 population figures rather than IBRC estimated figures)

However, since most of the growth is in the northern 4 townships in the county, the projected growth would probably be much greater.

Economic hardship has hit northwest Indiana very hard. One steel mill has declared bankruptcy. Another has closed completely. About 18.3% of the residents of our county work in Lake and Porter Counties to the north. It is fair to assume that many of those work in the mills. Growth in the north end of Jasper County will almost certainly slow, at least for a while.

On the other hand, steel mill employment has declined drastically over the past 10 years, while Jasper County has seen healthy growth. This could indicate that growth will slow less than might be expected.

In addition, 602 residents of Kankakee, Walker and Wheatfield townships registered for library cards at the DeMotte or the Rensselaer Library. While they *may* use the Wheatfield library, it seems fair to assume that they *usually* use the other libraries. This is probably due to shopping patterns, which presently encourage those living between the two towns to shop in DeMotte. It

is possible that a new, spacious library may entice more to the Wheatfield Library, but shopping patterns will probably not change for some time and that may be more of a deciding factor. On the other hand, Wheatfield Library has 129 registered borrowers living in townships other than the 3 expected.

These factors would seem to indicate that the size of the Wheatfield Library should not depend solely on the population of the 3 townships.

Patrons are registered at:				
	DeMotte	Rensselaer	Wheatfield	% of these residents registered at Wheatfield
Township of Residence				
Kankakee	12	5	191	92%
Walker	184	48	443	66%
Wheatfield	405	20	695	62%

Based on these statistics, the projected 2020 population to be served by the Wheatfield Library, if it served the above percentages of the 3 townships, and included the persons registered there who live in other townships, would be **9,073**.

We have, therefore, planned for a library that will serve a population of 10,000 by 2020.

Collection Space Needs Assessment

	Present collection	2020 collection
Volumes (books)	23,332	
(moderate level, Wisconsin standards)		33,000
We recommend:		33,000
Periodicals	135	
(excellent level, Wisconsin standards)		137
We recommend:		150
Audio	1504	
(enhanced level, Wisconsin standards)		1800
(excellent level, Wisconsin standards)		2200
We recommend:		2500
Video	752	
(moderate level, Wisconsin standards)		900
(enhanced level, Wisconsin standards)		1200
We recommend:		1200

Summary of the Space Needs

Collection Space	4945 sq. ft
Reader seating space	1860 sq. ft
Staff work space	1500 sq. ft.
Meeting room space	1400 sq. ft.
Special use space (for OPACs, Copiers, vertical files, computers, etc.)	2426 sq. ft optimum 1941 sq. ft. moderate 1618 sq. ft. minimum
Nonassignable space (foyers, Corridors, stairs, elevators, toilets, Janitor rooms, mechanical equipment areas)	4004 sq. ft. optimum 3033 sq. ft. minimum
Total area needed	16175 sq. ft. optimum 15690 sq. ft. moderate 14356 sq. ft. minimum

The library currently is approximately **6000 sq. ft.**

Using the figures above, the estimated additional space to be added:

10175 sq. ft. optimum
9690 sq. ft. moderate
8356 sq. ft. minimum

R14 Pages from Wisconsin's Public Library Space Needs: A Planning Outline

As new editions of the Service Record appear, these charts will be updated with more current findings. Also note other valuable sources of comparative library resource and use data: the Public Library Association and the National Center for Education Statistics. PLA gathers data from selected libraries annually and publishes the findings in Statistical Report: Public Library Data Service. The NCES works with state library agencies across the country to assemble the annual report data submitted by all of the nation's public libraries into one consolidated database, which is available via the Internet at the NCES's site.

	Population	n=	Basic	Moderate	Advan
Volumes Held per capita	Less than 1,000	20	10.80	13.09	19.1
	1,000 to 2,499	92	5.80	6.80	7.94
	2,500 to 4,999	92	3.90	4.62	5.22
	5,000 to 9,999	67	3.87	4.19	4.52
	10,000 to 24,999	59	3.02	3.38	4.18
	25,000 to 49,999	24	2.75	3.01	3.32
	50,000 to 99,999	12	3.00	3.08	3.62
	100,000 and over	7	2.41	2.57	2.67

Design, population times (x) the basic, moderate or advanced number per capita

	Population	n=	Basic	Moderate	Advan
Periodical Titles Received per 1,000 population	Less than 1,000	20	47.97	56.37	74.9
	1,000 to 2,499	92	20.08	24.46	32.1
	2,500 to 4,999	92	16.06	19.19	21.8
	5,000 to 9,999	67	13.81	14.97	16.5
	10,000 to 24,999	59	10.18	11.22	13.2
	25,000 to 49,999	24	7.87	8.84	9.88
	50,000 to 99,999	12	6.61	6.91	7.14
	100,000 and over	7	4.09	5.53	6.47

	Population	n=	Basic	Moderate	Advan
Audio Recordings per 1,000 population	Less than 1,000	20	146.93	341.22	460.1
	1,000 to 2,499	92	95.68	133.70	211.2
	2,500 to 4,999	92	62.78	87.24	136.2
	5,000 to 9,999	67	98.86	120.94	146.4
	10,000 to 24,999	59	94.25	117.12	177.6
	25,000 to 49,999	24	105.98	116.70	139.5
	50,000 to 99,999	12	127.43	165.30	182.0
	100,000 and over	7	93.18	112.63	137.8

	Population	n=	Basic	Moderate	Advan
Video Recordings per 1,000 population	Less than 1,000	20	795.29	1,083.97	1,187.
	1,000 to 2,499	92	156.78	215.27	344.5
	2,500 to 4,999	92	111.35	155.83	191.8
	5,000 to 9,999	67	96.48	107.18	139.3
	10,000 to 24,999	59	70.94	99.27	127.5
	25,000 to 49,999	24	64.06	74.96	105.2
	50,000 to 99,999	12	82.56	91.72	95.9
	100,000 and over	7	42.46	55.03	64.0

Population	Seats per 1,000 population
1,000	22.50
2,500	14.25
5,000	10.00
10,000	7.00
25,000	4.50
50,000	3.00
100,000	2.25
250,000	1.50
500,000	1.00

Wisconsin standards

~~22~~ 62 seats

Table 2-3

ALA Interim Standards versus Wheeler Recommendations for Public Library Seating	
ALA Interim Standards	
Population	Recommended Seating
Less than 2,500	13 seats
2,500 to 4,999	16 seats + 5 seats per 1,000 pop. over 3,500 served
5,000 to 9,999	23 seats + 4 seats per 1,000 pop. over 5,000 served
10,000 to 24,999	40 seats + 3 seats per 1,000 pop. over 10,000 served
25,000 to 49,999	75 seats + 3 seats per 1,000 pop. over 25,000 served
Wheeler Recommendations	
Population	Seats per 1,000 Population
Less than 10,000	10.0
10,000 to 35,000	5.0
35,000 to 100,000	3.0
100,000 to 200,000	2.0
200,000 to 500,000	1.25
500,000 and up	1.0

Older ALA standards

Applying these respective formulas to a service population of 2,000 would result in a recommendation of 13 reader seats from the *Interim Standards* formula and 20 reader seats from the Wheeler recommendation. A service population of 8,000 would require 35 seats according to the *Interim Standards* formula and 80 seats by the Wheeler formula. A service population of 16,000 would require 64 seats according to *Interim Standards* and 80 seats according to Wheeler. And, a service population of 32,000 would require 96 seats by the *Interim Standards* calculations and 160 by the Wheeler formula.

The Wisconsin Department of Public Instruction's Division for Library Services has developed its own public library seating recommendation, which attempts to unify the various formulas found in other planning guides. This alternate recommendation is

R16

Diana's worksheets as we
did the general space needs
assessment last year

Appendix D:

Space Needs Worksheet

Design population

a. Current population of the municipality / primary service area:

7,030

b. Projected population of the municipality / primary service area:

10,000 9000

c. Estimate of nonresident service population

2.2%

d. Design population (b+c)

Step 1: Collection space

a. Books

31,500

33,000 volumes ÷ 10

3,300 sq.ft.

b. Periodical (display)

✓ 150 titles ÷ 1

150 sq.ft.

c. Periodical (back issues)

✓ 150 titles x 0.50 x 5 yrs retained

375 sq.ft.

d. Nonprint

3200

3700 items ÷ 10

320

370 sq.ft.

e. Digital resources

15 terminals x 50

750 sq.ft.

f. Total (a+b+c+d+e)

4,945 sq.ft. 4745

Step 2: Reader seating space

a. 62 seats x 30

1,860 sq.ft.

Step 3: Staff work space

a. 10 stations x 150 (list specific work stations on reverse)

1,500 sq.ft.

Step 4: Meeting room space

a. General meeting space 90
100 seats x 10 (plus 100 sq.ft. for speaker)

910 sq.ft.
1,100 sq.ft.

b. Conference room space
 _____ seats x 25,

_____ sq.ft.

c. Storytime space
25 seats x 10 (plus 50 sq.ft. for speaker)

300 sq.ft.

d. Total (a+b+c)

1,400 1,210 sq.ft.

Step 5: Special use space

a. Collection space (from 1.f)

4,945 sq.ft. 4745

Reader seating space (from 2.a)

1,860 sq.ft.

Staff work space (from 3.a)

1,500 sq.ft.

Meeting room space (from 4.d)

1,210
1,400 sq.ft.

b. SUBTOTAL 1

9,705 sq.ft.

c. Divide Subtotal 1 by 6 (for a minimum allocation), by 5 (for a moderate allocation), or by 4 (for an optimum allocation)

2,426 ^{*} sq.ft. optimum
1,941 sq.ft. moderate
1,618 sq.ft. minimum

1553 min
 *1863 mod
 *2329 opt

Step 6: Nonassignable space

a. Subtotal 1 (from 5.b)

9705 sq.ft. 9315

Special use space (from 5.c)

2426 sq.ft. 2329 or 1863

b. SUBTOTAL 2

12,131 sq.ft. 11,644 ^{mod} 11,178,
11,868

c. Divide Subtotal 2 by 4 (for a minimum allocation, or by 3 (for an optimum allocation)

4,044 sq.ft. optimum 3881
3,033 sq.ft. minimum 2795

2717 min

Step 7: Putting it all together

a. Collection space (from 1.f)

4,945 sq.ft. 4745

b. Reader seating space (from 2.a)

1,860 sq.ft.

c. Staff work space (from 3.a)

next page

R 18

Staff work space

d. Meeting room space (from 4.d)

1,500 sq.ft.

e. Special use space (from 5.c)

1,400 sq.ft.

f. Nonassignable space (from 6.c)

2,426 sq.ft.

g. GROSS AREA NEEDED (a+b+c+d+e+f)

4,044 sq.ft.

Staff work stations

List here the staff work stations tallied and reported in Step 3:

6 staff workstations in workroom

1 Librarian

1 Children's

1 adult reference

1 children's reference

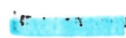
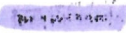
Notes:

15
1,500 sq.ft.
1,400 sq.ft. 1210
2,426 sq.ft. 2329
4,044 sq.ft. 3881. 2717
16,175 sq.ft. optimum 15,525
15,690 sq.ft. moderate 13,975
14,356 sq.ft. minimum 13,525
(using #6 minimum)



MAP 10

WR:

 Library property
 Wheatfield School property

Assessing a Public Library's Space Needs: The Procedure

- ◆ Identify the library's projected service population, known as the design population (the recommended time frame for planning is 20 years).
- ◆ Estimate the collection inventory the library will provide to meet future service requirements (see R) and calculate how much floor space is needed to house that projected collection (general avg = 10 volumes per sq. ft in books, other formulas for periodicals, nonprint materials, computer terminals for electronic resources. More specific formulas for various kinds of books, etc.)
- ◆ Estimate the number of seats the library will need to accommodate in-house use of the collection and how much floor space these seats will require. (see R)
- ◆ Estimate the number of staff work stations that will be necessary to support the staff's projected routines and how much floor space they will require. (Here staff must determine how many workstations will be necessary in 20 years to provide good library service. Standards don't work. Some workstations accommodate several people at different times of day. Some staff have 2 workstations. Once we estimate # of workstations, there are formulas to determine space needed.)
- ◆ Estimate the type and capacity of meeting rooms that the library will need and how much floor space these will require. (Study rooms, conference rooms, storytime rooms, general meeting rooms, computer labs) (Here again, standards don't work. We go by the perceived needs of the community. Once we know how many people we want each meeting room to hold, we use formulas to determine space needs.)
- ◆ Calculate an allocation for miscellaneous public- and staff- use space (called special use space). This includes space needed for index tables, newspaper racks, pamphlet files, microfilm readers, photocopiers, atlas stands, etc. This is figured as a percentage of the gross space. A formula is used.
- ◆ Calculate an allocation for vestibules, furnace rooms, rest rooms, and other types of nonassignable space. Generally 20-25% of gross sq. footage of finished building. Smaller buildings and ones being expanded usually have a larger proportionate nonassignable space allocation.
- ◆ Assemble the estimates for the six types of space into an overall estimate of space needs.

The results are then *re-examined* to make sure they fit the needs of this particular community and that the population projections, etc. are reasonable. Adjustments can be made. The collection can be divided (number of reference books, adult, children's, picture books, etc.) and necessary square footage for each area designated. This will depend in part on the height of shelving to be used in each area. The higher the shelving, the less square footage needed, but also the less visibility and ease of access you have.

Seating will be looked at more closely. How many seats at reading tables? In study carrels? In a lounge or browsing environment? Can refine the square footage needed for seating by using separate formulas for carrel seating, table seating, lounge seating.

As the space needs are refined, planners (ideally including staff, board and architect) will begin writing a **building program statement**. By developing the space needs assessment, much of the work involved in writing the building program will have been completed.

A **building program statement** is a written summary of library service goals, projected space needs, and a vision of how departments or service areas within a library should interact to achieve these goals effectively. It will describe the library's long term space needs. It will identify the departments or service areas a library will require to accomplish its program of service, and it will describe what activities or routines will occur in each of those areas.

It will describe the necessary interrelationships among departments (staff in workroom must have a clear line of sight to the circulation desk or to the front door, for instance). It will describe other architectural requirements that planners wish to incorporate, including general notes about lighting levels, accessibility (must meet ADA requirements), environmental controls (must have operable windows and mechanical areas must be easily accessible without disturbing the insulating envelope of the building, for instance).

The architect uses the building program statement as a guide when developing plans for the library. The building program statement becomes a point of common reference between library planners and architect as they consider specific design options.

**ACCOUNTING PRACTICES
FOR
Year 2002**

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) will be separately invested and interest credited to LIRF.

Tim Schultz will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer.

DeMotte State Bank and Peoples State Bank are designated as the library's depositories. The majority of the library's funds will be deposited in Peoples State Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

The treasurer is authorized to pay certain bills when necessary between board meetings. These bills will be utility bills, conference fees, insurance premiums, newspaper subscriptions, credit card payments which would otherwise incur late charges, and payroll and withholding deduction checks.

Mileage will be paid at the IRS approved rate.

The Library will pay \$231.49 per month of an eligible employee's health insurance premium through Anthem Blue Cross/Blue Shield and all but \$1.00 of the accompanying life insurance policy for all eligible employees.

Electronic fund transfers will be used to pay state, county and federal payroll taxes. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of \$1000 or less per item, with a cumulative value of no more than \$5000.

Director's Financial Report 2001

Year 2001 shows an ending 'All Funds' balance of \$1,030,523. This is substantially larger due to the CAGIT Special Distribution of \$162,410 received in late December and the Capital Projects Fund.

Operating Fund RECEIPTS	\$1,576,990
DISBURSEMENTS	<u>\$1,406,486</u>
Net Gain	\$ 170,504

Operating Fund receipts exceeded our budget estimate by \$173,154 (mostly CAGIT windfall). We spent 94.1% of our Operating Fund budget leaving a balance of \$87,661.

Market conditions throughout the year caused CD interest rates to diminish to the extent that by June it was more profitable for funds to remain in our repurchase (sweep) account. The repurchase account at the end of the year earned 2.37%, drastically down from the beginning year's earnings of 5.27%.

We invested a total of \$1,380,000 in 2001 in CD's, earning \$19,899. Of this amount \$ 5,417 was credited toward CPF and \$14,482 earned interest for the Operating Fund. Additional interest from repurchase and interest bearing checking accounts generated \$8978 in the Operating fund. LIRF netted \$852.48 in interest with 1.74% as the year-end rate. The total interest earned for all funds is \$30,843.

The library has a healthy beginning balance for 2002 Operating Fund of \$629,140 as a result of the CAGIT windfall. This will allow the library an ample cash flow until we receive our tax distribution in June.

JCPL FINANCIAL STATEMENT

December 31, 2001

	<u>Beginning 2001 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$458,635.22	\$120,204.13	\$1,406,486.39	\$237,680.19	\$1,576,991.32	\$629,140.15
Includes Investments of:						
Public Library Access Card Fund	\$72.00	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$5,424.45	\$39.56	\$7,313.74	\$0.00	\$5,461.35	\$3,572.06
DeMotte	\$1,051.81	\$9.22	\$3,670.66	\$0.00	\$3,098.79	\$479.94
Rensselaer	\$3,736.82	\$30.34	\$3,476.74	\$0.00	\$1,992.56	\$2,252.64
Wheatfield	\$635.82	\$0.00	\$166.34	\$0.00	\$370.00	\$839.48
Library Improvement Reserve Fund	\$22,778.46	\$0.00	\$0.00	\$23,962.97	\$24,815.45	\$47,593.91
Bond & Interest Redemption Fund	\$83,496.65	\$365,537.50	\$436,625.00	\$91,745.24	\$464,009.84	\$110,881.49
Includes Investments of:						
Capital Projects Fund	\$163,889.20	\$19,280.00	\$100,000.00	\$19,573.02	\$167,798.04	\$231,687.24
Includes Investments of:						
Hospitality Fund	\$0.00	\$0.00	\$1,345.25	\$0.00	\$1,345.25	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,449.82	\$70,536.75	\$5,449.82	\$70,536.75	\$0.00
FICA Tax Collected	\$0.00	\$4,185.36	\$52,511.44	\$4,185.36	\$52,511.44	\$0.00
State Tax Collected	\$1,740.67	\$1,916.09	\$23,129.50	\$1,844.37	\$23,233.20	\$1,844.37
County Tax Collected	\$468.08	\$528.50	\$6,375.08	\$507.51	\$6,414.51	\$507.51
Deferred Comp.	\$0.00	\$2,730.74	\$31,563.43	\$2,730.74	\$31,563.43	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,708.66	\$25,046.96	\$2,593.76	\$25,046.96	\$0.00
Employee Health/Life Insur.	\$0.00	\$35.60	\$98.00	\$17.80	\$98.00	\$0.00
Employee P.E.R.F.	\$4,186.03	\$0.00	\$17,988.15	\$1,668.73	\$18,888.35	\$5,086.23
Credit Union	\$0.00	\$350.00	\$2,200.00	\$350.00	\$2,200.00	\$0.00
TOTAL ALL FUNDS.....	\$740,900.76	\$522,965.96	\$2,181,291.69	\$392,309.51	\$2,470,913.89	\$1,030,522.96

Bank Balances
Jasper County Public Library
Report as of: 12/31/2001

<i>Bank</i>	
1	Peoples State Bank \$980,213.77
2	Demotte State Bank \$2,505.28
3	Lafayette Bank & Trust-LIRF \$47,593.91
4	Cash on Hand \$210.00
5	Fifth-Third Bank CD#002-0585926115 \$0.00
6	Fifth-Third Bank CD#002-0585926131 \$0.00
7	Fifth-Third Bank CD#002-0585926158 \$0.00
8	\$0.00
9	\$0.00
10	\$0.00
11	\$0.00
12	\$0.00
13	Rens.Bank'g Ctr. CD#400037210 \$0.00
14	Rens. Bank'g Ctr. CD#400037126 \$0.00
15	Rens. Bank'g Ctr. CD#400037128 \$0.00
16	Rens. Bank'g Ctr. CD#400037161 \$0.00
17	Rens. Bank'g Ctr. CD#400037160 \$0.00
<i>Total all banks =</i>	
<i>\$1,030,522.96</i>	

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

INVESTMENT REGISTER

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
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CLOSED INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
01/16/2001	400037126	Rens. Bank'g Ctr	64 day	\$100,000.00	6.55%	OPER	11/13/2000	\$1,148.67	
02/13/2001	400037128	Rens. Bank'g Ctr	92 day	\$200,000.00	6.58%	OPER	11/13/2000	\$3,317.54	
				\$63,889.20		CPF		\$994.50	
				\$83,496.00		BIRF			
				\$52,614.80		OPER		\$2,117.77	
03/27/2001	400037161	Rens. Bank'g Ctr	90 day	\$200,000.00	6.31%		12/27/2000	\$3,112.27	
				\$17,880.00		OPER		\$829.46	
				\$83,496.30		BIRF			
				\$48,623.70		CPF		\$398.00	
06/07/2001	400037210	Rens. Bank'g Ctr	63 day	\$150,000.00	4.74%		04/05/2001	\$1,227.46	
06/28/2001	400037160	Rens. Bank'g Ctr	183 day	\$100,000.00	6.31%	CPF	12/27/2000	\$3,164.15	
				\$ 148,037.00		OPER	5/11/01	\$1,175.00	
				\$ 1,963.00		BIRF			
07/10/2001	002-0585926115	Fifth-Third Bank	60 day	\$ 150,000.00	4.71%				
08/10/2001	002-0585926131	Fifth-Third Bank	91 day	\$ 180,000.00	4.65%	OPER	05/11/2001	\$2,115.75	
				\$ 100,000.00		OPER		\$3,778.02	
				\$ 144,351.03		BIRF			
				\$ 55,648.97		CPF		\$860.31	
09/10/2001	002-0585926158	Fifth-Third Bank	121 day	\$ 300,000.00	4.60%		05/11/2001	\$4,638.33	

INTEREST EARNED ALL FUNDS:

\$19,899.17

12/31/2001

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 12/01/2001 To 12/31/2001

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$47,216.00	\$0.00	\$47,216.00	\$3,934.66	\$47,150.92	\$65.08	99.9
1.12 SALARY OF ASSISTANTS	\$635,754.00	\$0.00	\$635,754.00	\$50,270.86	\$627,069.11	\$8,684.89	98.6
1.13 WAGES OF JANITORS	\$42,562.00	\$0.00	\$42,562.00	\$3,099.25	\$37,248.70	\$5,313.30	87.5
1.21 EMPLOYER'S SHARE-FICA	\$55,503.00	\$0.00	\$55,503.00	\$4,185.36	\$52,511.44	\$2,991.56	94.6
1.22 UNEMPLOYMENT COMPENSATION	\$1,995.00	\$0.00	\$1,995.00	\$30.71	\$1,072.96	\$922.04	53.8
1.23 EMPLOYER'S CONTRIB.- PERF	\$31,693.00	\$0.00	\$31,693.00	\$0.00	\$30,398.94	\$1,294.06	95.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$30,586.00	\$3,859.07	\$34,445.07	\$2,909.26	\$32,881.23	\$1,563.84	95.5
1.31 OTHER PERSONAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$41.25	\$920.26	\$579.74	61.4
Subtotal	\$846,809.00	\$3,859.07	\$850,668.07	\$64,471.35	\$829,253.56	\$21,414.51	97.5
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$18.00	\$918.00	\$0.00	\$708.33	\$209.67	77.2
2.12 STATIONERY AND PRINTING	\$600.00	(\$576.88)	\$23.12	\$0.00	\$0.00	\$23.12	0.0
2.13 OTHER OFFICE SUPPLIES	\$6,200.00	\$15.00	\$6,215.00	\$7.23	\$5,518.82	\$696.18	88.8
2.21 CLEANING & SANITATION SUPPLIES	\$3,800.00	(\$124.43)	\$3,675.57	\$1.23	\$3,649.85	\$25.72	99.3
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	(\$1,301.51)	\$3,498.49	\$221.92	\$3,498.49	\$0.00	100.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$1,046.97	\$2,046.97	\$0.00	\$2,046.97	\$0.00	100.0
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$4.71	\$154.71	\$0.00	\$27.77	\$126.94	17.9
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$25.15	\$258.18	\$141.82	64.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$4,000.00	\$161.36	\$4,161.36	\$22.40	\$4,161.36	\$0.00	100.0
2.42 AUTOMATION SUPPLIES	\$2,500.00	\$1,738.10	\$4,238.10	\$0.00	\$4,238.10	\$0.00	100.0
Subtotal	\$24,360.00	\$981.32	\$25,341.32	\$277.93	\$24,107.87	\$1,233.45	95.1
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$0.00	\$6,361.50	\$6,361.50	\$0.00	\$2,132.90	\$4,228.60	33.5
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$14,898.87	\$14,898.87	\$0.00	\$14,791.25	\$107.62	99.3
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$937.50	\$562.50	62.5
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$5,030.00	\$970.00	83.8
3.21 TELEPHONE	\$7,000.00	(\$592.70)	\$6,407.30	\$366.95	\$6,407.30	\$0.00	100.0
3.22 POSTAGE	\$4,900.00	\$27.27	\$4,927.27	\$33.38	\$4,527.88	\$399.39	91.9
3.23 MILEAGE	\$7,000.00	\$0.00	\$7,000.00	\$553.22	\$6,852.79	\$147.21	97.9
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$118.00	\$8,118.00	\$216.65	\$7,684.90	\$433.10	94.7
3.25 FREIGHT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.26 NETWORKING	\$8,000.00	(\$1,560.84)	\$6,439.16	\$8,604.14	\$14,115.30	(\$7,676.14)	219.2
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,274.77	\$225.23	85.0
3.32 OTHER PRINTING	\$350.00	\$0.00	\$350.00	\$90.00	\$290.85	\$59.15	83.1
3.41 OFFICIAL BONDS	\$250.00	\$5.00	\$255.00	\$100.00	\$255.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$11,000.00	\$37.00	\$11,037.00	\$0.00	\$11,037.00	\$0.00	100.0
3.51 GAS	\$26,000.00	(\$2,650.73)	\$23,349.27	\$1,237.70	\$23,349.27	\$0.00	100.0
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$3,344.13	\$42,531.28	\$3,468.72	92.5
3.53 WATER	\$950.00	\$12.73	\$962.73	\$101.43	\$962.73	\$0.00	100.0
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$174.26	\$2,316.67	\$83.33	96.5
3.61 BUILDING & STRUCTURES	\$48,000.00	\$30,317.30	\$78,317.30	\$8,221.42	\$72,109.37	\$6,207.93	92.1
3.62 EQUIPMENT	\$6,000.00	\$113.36	\$6,113.36	\$0.00	\$1,551.37	\$4,561.99	25.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.71 REAL ESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.72 EQUIPMENT RENTALS	\$280.00	\$46.40	\$326.40	\$9.95	\$326.40	\$0.00	100.0
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$0.00	\$2,453.03	\$146.97	94.3
3.92 INTEREST ON TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.94 TRANSFER TO LIRF	\$50,000.00	(\$15,000.00)	\$35,000.00	\$16,246.86	\$23,923.00	\$11,077.00	68.4
3.95 BOOK REIMBURSEMENT	\$100.00	\$46.50	\$146.50	\$0.00	\$46.50	\$100.00	31.7
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$40,745.00	\$18,921.97	\$59,666.97	\$1,895.63	\$55,379.47	\$4,287.50	92.8
Subtotal	\$279,195.00	\$51,101.63	\$330,296.63	\$41,195.72	\$300,286.53	\$30,010.10	90.9
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.2 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.4 FURNITURE & EQUIPMENT	\$44,425.00	\$5,754.38	\$50,179.38	\$3,692.61	\$50,087.55	\$91.83	99.8
4.51 BOOKS	\$150,000.00	\$3,605.45	\$153,605.45	\$5,130.28	\$131,030.24	\$22,575.21	85.3
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$1,185.48	\$21,134.08	\$2,865.92	88.1
4.53 NONPRINTED MATERIALS	\$60,000.00	\$56.95	\$60,056.95	\$4,250.76	\$50,586.56	\$9,470.39	84.2
Subtotal	\$278,425.00	\$9,416.78	\$287,841.78	\$14,259.13	\$252,838.43	\$35,003.35	87.8
Grand Total	\$1,428,789.00	\$65,358.80	\$1,494,147.80	\$120,204.13	\$1,406,486.39	\$87,661.41	94.1

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Appropriation Report for 120 RENS & DEM BOND AND INT

Jasper County Public Library

Report Date: From 12/01/2001 To 12/31/2001

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charge</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$550.00	\$0.00	\$550.00	\$0.00	\$550.00	\$0.00	100.0
3.81 PAYMENT OF BONDS	\$295,000.00	\$0.00	\$295,000.00	\$295,000.00	\$295,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$141,075.00	\$0.00	\$141,075.00	\$70,537.50	\$141,075.00	\$0.00	100.0
Subtotal	\$436,625.00		\$436,625.00	\$365,537.50	\$436,625.00	\$0.00	100.0
Grand Total	\$436,625.00	\$0.00	\$436,625.00	\$365,537.50	\$436,625.00	\$0.00	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 12/01/2001 To 12/31/2001

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$100,000.00	\$0.00	\$100,000.00	\$19,280.00	\$100,000.00	\$0.00	100.0
4.53 NONPRINTED MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$100,000.00		\$100,000.00	\$19,280.00	\$100,000.00	\$0.00	100.0
Grand Total	\$100,000.00	\$0.00	\$100,000.00	\$19,280.00	\$100,000.00	\$0.00	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Reason</i>
01/01/2001	100	3.11	\$6,361.50	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.4	\$239.00	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.51	\$3,605.45	Encumbered 2000 funds per Board Approv
01/01/2001	100	3.98	\$12,862.50	Encumbered 2000 funds per Board Approv
02/07/2001	100	2.11	\$18.00	Reimbursement for Stop Payment A/P #15
02/12/2001	100	4.53	\$24.95	Patron paid for lost item A/P #102 (IVAN)
03/23/2001	100	3.61	\$151.88	Reimbursed for Snow Removal of 12/21/00
05/14/2001	100	3.61	\$967.80	Insurance Reimbursement for Carpet Clea
05/14/2001	100	3.22	\$27.27	B. Ginder Reimbursed for shipping chg'so
05/14/2001	100	4.53	\$22.00	Patron (A. Jordan) paid for lost audiobook
05/24/2001	100	3.24	\$100.00	Reimbursed thru Sprint Rewards Program
06/04/2001	100	4.53	\$10.00	Rebate for Print Artist CD-Rom-MBNA Mas
06/06/2001	100	2.21	\$26.94	Insurance Claim Reimbursed-A/P #338 (W
06/06/2001	100	2.23	\$103.28	Insurance Claim Reimbursed-A/P #1 & #67
06/06/2001	100	2.31	\$665.70	Insurance Claim Reimbursed- A/P #1 & 25
06/06/2001	100	3.61	\$967.55	Insurance Claim Reimbursed- A/P #179 (A
06/06/2001	100	4.4	\$35.99	Insurance Claim Reimbursed- A/P #1 (Ace
06/08/2001	100	2.41	\$9.99	reimbursed by patron for photos made at
06/28/2001	100	1.24	\$851.67	Cobra Reimburs.(Feb-Mar-Apr-May)-Amt.p
07/09/2001	100	3.95	\$46.50	Patron pd 1/8/01, found books, refunded b
08/13/2001	100	1.24	\$435.62	Cobra Reimburs.(June)Amt pd to Anthem f
08/13/2001	100	3.21	\$573.01	Sprint L.D.-USF reimbursement (Jun-Jan'0
09/06/2001	100	2.13	\$15.00	Rebate on Astrobrights Color Copy Paper
09/20/2001	100	3.21	\$9.26	Refund-Sprint (956-2144 line) cancelled. A/
09/21/2001	100	3.61	\$183.00	Ins. Claim-Broken Window Pane @ Rens.
09/27/2001	100	4.4	\$5,000.00	LSTA Grant reimbursement for TLC Server
09/27/2001	100	3.24	\$18.00	ILF Refund for District 2 cancellation (A/P#
10/09/2001	100	3.12	\$15,000.00	Transfer Per Board Approval of 8/13/01.
10/09/2001	100	4.4	\$50.00	Rebate on HP 960SCe Printer. A/P#790 (Mi
10/09/2001	100	3.94	(\$15,000.00)	Transfer Per Board Approval of 8/13/01 Mt
11/01/2001	100	1.24	\$156.58	Ins. Premium-Saxon (FMLA). A/P #1008 (A
11/14/2001	100	4.4	\$429.39	Ins. Reimbursement-Water Damage @ De
11/14/2001	100	3.61	\$7,647.07	Ins. Reimbursement-Water Damage @ De
11/14/2001	100	3.62	\$786.29	Ins. Reimbursement-Water Damage to Typ
11/14/2001	100	2.31	\$137.70	Ins. Reimbursement-Water Damage @ De
11/14/2001	100	2.32	\$4.71	Ins. Reimbursement-Water Damage @ De

<i>Date</i>	<i>Fund Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Reason</i>
12/19/2001	100	1.24	\$2,190.96	Cobra Reimbursements-Filson Jun-Nov'01
12/20/2001	100	3.61	\$20,400.00	Pfeef Payment-KV Electric A/P #784 & A/P
12/26/2001	100	1.24	\$224.24	Cobra Reimpursement-Filson Dec '01-Anth
12/27/2001	100	2.23	(\$243.57)	Per Board Approval-12/27/01
12/27/2001	100	2.21	(\$151.37)	Per Board Approval-12/27/01
12/27/2001	100	3.62	(\$672.93)	Per Board Approval-12/27/01
12/27/2001	100	3.51	(\$2,650.73)	Per Board Approval-12/27/01
12/27/2001	100	3.26	(\$1,560.84)	Per Board Approval-12/27/01
12/27/2001	100	3.21	(\$1,174.97)	Per Board Approval-12/27/01
12/27/2001	100	3.12	(\$101.13)	Per Board Approval-12/27/01
12/27/2001	100	3.72	\$46.40	Per Board Approval-12/27/01
12/27/2001	100	2.23	(\$1,161.22)	Per Board Approval-12/27/01
12/27/2001	100	2.31	\$243.57	Per Board Approval-12/27/01
12/27/2001	100	3.98	\$6,059.47	Per Board Approval-12/27/01
12/27/2001	100	3.53	\$12.73	Per Board Approval-12/27/01
12/27/2001	100	3.42	\$37.00	Per Board Approval-12/27/01
12/27/2001	100	3.41	\$5.00	Per Board Approval-12/27/01
12/27/2001	100	2.42	\$1,738.10	Per Board Approval-12/27/01
12/27/2001	100	2.41	\$151.37	Per Board Approval-12/27/01
12/27/2001	100	2.12	(\$576.88)	Per Board Approval-12/27/01

Register of Claims
Jasper County Public Library

Report Date: From 12/01/2001 To 12/31/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
20525	1025	ALA/BOOKLIST	12/10/2001	Booklist Subscription 10/01-2/15/02-Demotte	\$149.00
20526	1026	ANTHEM BLUE CROSS AND B	12/10/2001	December Health Insurance Premium-12/10/01	\$5,285.82
20527	1027	AVC CORPORATION	12/10/2001	Finanacial Computer Service Contract-December '01	\$99.00
20528	1028	BAKER & TAYLOR	12/10/2001	Books, Continuations,AV Materials	\$4,248.21
20529	1029	BANK ONE TRUST COMPANY,	12/10/2001	Bond & Interest Pymt due 1/1/02	\$365,537.50
20530	1030	BARNES & NOBLE	12/10/2001	Books & AV Material	\$438.49
20531	1031	BEST BUY CO., INC.	12/10/2001	AV Materials	\$1,408.12
20532	1032	BROWN'S WEST SIDE GARDE	12/10/2001	Lawn Mowings & Landscape Maintenance 2001 Season	\$2,815.00
20533	1033	CENTRAL STATES SALES CO	12/10/2001	Track Lights @ Demotte	\$15.56
20534	1034	CERTIFIED LABORATORIES	12/10/2001	Water Treatment Chemicals	\$642.96
20535	1035	CHERYL WARRAN	12/10/2001	Janitorial Services @ Wheatfield	\$41.25
20536	1036	CONSOLIDATED INCORPORA	12/10/2001	Asst. Treasurer's Bond;12/31-01/02(Schultz)	\$100.00
20537	1037	CRAIG CAMERON HORSEMAN	12/10/2001	Video	\$108.00
20538	1038	CULLIGAN	12/10/2001	Water & Cooler Rental-Wheat	\$49.55
20539	1039	DEMCO	12/10/2001	Alphabet Oval Rug-Rens	\$292.61
20540	1040	DIANE KROS	12/10/2001	Mileage	\$8.28
20541	1041	DIANE OPOLSKI	12/10/2001	Mileage	\$5.52
20542	1042	DISCOUNT WIRING MATERIAL	12/10/2001	Knuckle Assembly	\$25.15
20543	1043	EVA CORPORATION	12/10/2001	Magazine Subscriptions-D & W	\$30.98
20544	1044	FACTS ON FILE NEWS SERVI	12/10/2001	Issues & Controversies to 12/02-Dem	\$436.50
20545	1045	FRUGAL TIMES	12/10/2001	Books	\$18.00
20546	1046	GA FOODS GROUP	12/10/2001	Management Meeting 11/15/01-Rens	\$12.34
20547	1047	GAIL JUNG	12/10/2001	Mileage & Expense Bookkeeping Wrkshp-11/13/01	\$36.06
20548	1048	GALE GROUP	12/10/2001	Books & Continuations	\$695.74
20549	1049	GAYLORD BROS.	12/10/2001	Labels-Gothic Romance	\$6.28
20550	1050	HAMSTRA BUILDERS, INC.	12/10/2001	Wheatfield Library repairs-Gutter & Electrical	\$126.00
20551	1051	HERITAGE OFFICE PRODUCT	12/10/2001	Mita Service Contract;11/15/01-11/15/02	\$490.05
20552	1052	HIGHSMITH CO. INC.	12/10/2001	Book Pockets	\$219.84
20553	1053	INCOLSA	12/10/2001	Access Science 7/1/01- 6/30/02	\$338.00
20554	1054	INDIANA DEPT.OF WORKFOR	12/10/2001	Voluntary Payment	\$30.71
20555	1055	INGRAM	12/10/2001	Books	\$27.18
20556	1056	INSPIRATIONAL BOOK DISTRI	12/10/2001	Books	\$54.91
20557	1057	THOMAS BREYTS	12/10/2001	Repairs to Exit Device-Main Entrance & Front door-Dem	\$105.00
0	1058	JASPER COUNTY PUBLIC LIB	12/10/2001	Bank Transfer to Peoples State Bank	\$11,200.00
20558	1059	JENNIFER L. EVERS	12/10/2001	Mileage-Mngmnt, IOLUG, IVAN Board Mtg.	\$89.70
20559	1060	JILL TACHTIRIS	12/10/2001	Mileage-AV Trip	\$17.94
20560	1061	KATHRYN B. WEED	12/10/2001	Mileage;Reference Wrkshp, Kniman, Database Mtg	\$104.88
20561	1062	KEM'S TRUSTWORTHY HARD	12/10/2001	V-Belt & Pleated Air Filters	\$49.67
20562	1063	KEVIN GIBSON	12/10/2001	Repairs to vacuum cord, cleaned gutters, replaced lights, installed rack, rods, sign to post-Dem	\$65.00
20563	1064	LAWN CARE CONSULTANTS	12/10/2001	Mowing & Lawn Care-Wheatfield	\$959.00
20564	1065	LINDA THOMPSON	12/10/2001	Mileage-counterparts mtg., AASL conf Indy	\$10.35
20565	1066	LISA RUSHER	12/10/2001	Bookkeeping Workshop Expense-11/13/01	\$5.41
20566	1067	LYNN DAUGHERTY	12/10/2001	Mileage-Board, Mngmnt & Director's mtgs.,Leadership conf.	\$213.21
20567	1068	NIPSCO	12/10/2001	Demotte Utilities;10/16/01-11/15/01	\$2,107.39
20568	1069	NORTHWESTERN INDIANA TE	12/10/2001	December Telephone Service-Demotte	\$64.53
20569	1070	PEGGY WOODS	12/10/2001	Av Purchase trip Expense	\$10.06

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20570	1071	PLATINUM PLUS FOR BUSINE	12/10/2001	Fourwinds Resort Accomadations 10/22- 10/24- Daugherty	\$181.54
20571	1072	PRECISION CONTROL SYSTE	12/10/2001	3-55 gal Dow Therm,Installed new valve actuator	\$3,271.94
20572	1073	RENSSELAER CENTRAL HIGH	12/10/2001	1/4 page Advertisement-2002 Chaos Yearbook-Rens	\$90.00
20573	1074	REBECCA GIBSON	12/10/2001	Mileage-Counterparts & Mngmnt;Landscape materials-D	\$138.27
20574	1075	RECORDED BOOKS, LLC	12/10/2001	Audiobooks	\$162.40
20575	1076	RELIABLE EXTERMINATORS, I	12/10/2001	Quarterly Service-Rens	\$150.00
20576	1077	SECURITY COURIERS CORP.	12/10/2001	Courier Service 11/2-11/30/01 between branches	\$861.14
20577	1078	SHEILA MAXWELL	12/10/2001	Mileage, Expenses;Gates Wrkshp & Counterparts mtg.	\$29.12
20578	1079	SPRINT PUBLISHING & ADVER	12/10/2001	Directory Charges-Jasper/Newton Counties	\$70.75
20579	1080	SUNCOAST #3009	12/10/2001	AV Materials	\$408.09
20580	1081	THE LIBRARY CORPORATION	12/10/2001	Reliability, Response & Funcnality tests Completed;Follow-up Training	\$22,680.00
20581	1082	THE TIMES-	12/10/2001	Annual Newspaper Subscription-Demotte	\$204.00
20582	1083	TOWN OF DEMOTTE	12/10/2001	Demotte Sewer Service OCT '01	\$50.26
20583	1084	TOWN OF WHEATFIELD SEW	12/10/2001	December Sewer Service-Wheatfield	\$41.05
20584	1085	TRUGREEN CHEMLAWN	12/10/2001	15 bags of Ice Melt delivered	\$150.00
20585	1086	TYSEN'S COUNTRY GROCER	12/10/2001	Afterschool Program Supplies-Dem	\$9.22
20586	1087	UNIQUE MANAGEMENT SERVI	12/10/2001	Initial & Secondary Placements to Collections-OCT '01	\$264.22
20587	1088	WAL-MART COMMUNITY BRC	12/10/2001	Video's, DVD's,Software, Children's Program Supplies	\$1,286.21
20588	1089	WASHINGTON POST	12/10/2001	2 year subscription 2/02-2/04;Rens	\$144.00
0	1090	PAYROLL	12/10/2001	PAYROLL	\$28,088.63
20589	1091	AFLAC	12/10/2001	Supplemental Insurance-November Premium	\$132.70
20590	1092	ALIAC	12/10/2001	Deferred Compensation Plan-12/10/01	\$1,365.37
20591	1093	LA-PORTER FEDERAL CREDIT	12/10/2001	Withheld from payroll 12/10/01	\$175.00
0	1094	INTERNAL REVENUE SERVIC	12/11/2001	FICA & FED Tax Withheld 10 DEC 01	\$6,802.91
0	1095	INDIANA DEPARTMENT OF RE	12/20/2001	State & County Tax Withheld NOV '01	\$2,444.59
0	1096	PAYROLL	12/21/2001	PAYROLL	\$29,216.14
20592	1097	AFLAC	12/21/2001	Supplemental Insurance-December Premium	\$132.70
20593	1098	ALIAC	12/21/2001	Deferred Compensation Plan-12/21/01	\$1,365.37
20594	1099	ANTHEM LIFE	12/21/2001	January Premium	\$102.30
20595	1100	CITY OF RENSSELAER	12/21/2001	Rensselaer Utilities;11/07 - 12/10/01	\$1,814.52
20596	1101	INDIANAPOLIS STAR	12/21/2001	Annual Subscription;1/5/02-1/4/03;Rensselaer	\$221.00
20597	1102	LA-PORTER FEDERAL CREDIT	12/21/2001	Withheld from Payroll 12/21/01	\$175.00
20598	1103	NIPSCO	12/21/2001	Utilities Wheatfield;11/09 - 12/12/01	\$802.72
20599	1104	SPRINT	12/21/2001	Datalines, Rens. Payphone, Wheatfield Local Phone	\$693.72
20600	1105	SPRINT	12/21/2001	Telephone Long Distance-D & W	\$45.95
0	1106	INTERNAL REVENUE SERVIC	12/26/2001	FED & FICA Tax Withheld 21 DEC '01	\$7,017.63
20601	1107	GAIL JUNG	12/27/2001	DeMotte Petty Cash	\$24.90
20602	1108	GAIL JUNG	12/27/2001	Rensselaer Petty Cash	\$12.82
20603	1109	GAIL JUNG	12/27/2001	Wheatfield Petty Cash	\$20.81
20604	1110	MIDWAY ELECTRONICS, INC	12/21/2001	Wireless Communication-Dec'01	\$420.00
20605	1111	UNIQUE MANAGEMENT SERVI	12/27/2001	November Collections	\$181.22
20606	1112	JASPER COUNTY PUBLIC LIB	12/27/2001	Bank Transfer per Board Approval 12/27/01	\$23,923.00
0	1113	MIDWAY ELECTRONICS, INC	12/31/2001	Correct A/P #872 appropriation entry	\$0.00
0	1114	THE LIBRARY CORPORATION	12/31/2001	Correct Appropriation entry on A/P#1081	\$0.00
0	1115	THINK TANK INFORMATION S	12/31/2001	Correct Appropriation entry on A/P #330.	\$0.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$534,165.96

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 31, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$534,165.96

Date this 14 th day of January, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

December 31, 2001

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$1,871.45	\$26,467.84
DeMotte	\$799.80	\$10,768.48		
Rensselaer	\$739.70	\$10,643.43		
Wheatfield	\$331.95	\$5,055.93		
PHOTOCOPIES:			\$433.41	\$6,732.74
DeMotte	\$158.60	\$2,772.76		
Rensselaer	\$229.91	\$3,122.32		
Wheatfield	\$44.90	\$837.66		
CARDS:			\$8.00	\$782.00
DeMotte	\$0.00	\$272.00		
Rensselaer	\$8.00	\$382.00		
Wheatfield	\$0.00	\$128.00		
INTEREST:			\$1,036.19	\$23,460.45
Checking/Repurchase/Savings	\$1,434.19	\$8,978.24		
CD's & Investments	(\$398.00)	\$14,482.21		
TAXES:			\$213,706.90	\$1,475,010.10
Property Tax	\$23,082.79	\$692,900.42		
License Excise Tax	\$23,896.45	\$58,802.61		
Financial Institution Tax	\$648.65	\$1,296.00		
CVET(Commercial Vehicle Excise)	\$3,669.01	\$7,338.02		
CAGIT - Special Distribution	\$162,410.00	\$162,410.00		
Local Option/Certified Shares	\$0.00	\$495,901.00		
Local Option/Property Tax Repl.	\$0.00	\$53,643.00		
State Distribution	\$0.00	\$2,719.05		
REFUNDS:			\$20,624.24	\$44,538.19
Insurance	\$0.00	\$13,637.28		
Rebates/Refund	\$0.00	\$357.20		
LSTA Technology Grant	\$0.00	\$5,023.39		
Replace Damaged Materials	\$0.00	\$24.95		
Reimbursement	\$20,400.00	\$20,423.17		
Jasper Co. Emergency Mgmt Agcy	\$0.00	\$151.88		
Magazine Refunds	\$0.00	\$349.21		
COBRA/FMLA Reimbursement	\$224.24	\$3,423.45		
Postage	\$0.00	\$27.63		
Multiplexer sale	\$0.00	\$51.00		
Equipment/Book/Supplies Sale	\$0.00	\$496.02		
Sprint E-rate	\$0.00	\$573.01		
TOTAL OPERATING FUND RECEIPTS.....			\$237,680.19	\$1,576,991.32
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$0.00	\$5,461.35
DeMotte	\$0.00	\$3,098.79		
Rensselaer	\$0.00	\$1,992.56		
Wheatfield	\$0.00	\$370.00		
LIBRARY IMPROVEMENT FUND:	Includes Oper Fund Transfer of \$23,923.		\$23,962.97	\$24,815.45
BOND & INTEREST REDEMPTION FUND			\$91,745.24	\$464,009.84
Property Tax	\$43,965.05	\$395,636.80		
License Excise Tax	\$45,514.74	\$63,841.38		
Financial Institution Tax	\$339.12	\$679.00		
CVET(Commercial Vehicle Excise)	\$1,926.33	\$3,852.66		
CAPITAL PROJECTS FUND:			\$19,573.02	\$167,798.04
Interest Earned	\$843.66	\$7,482.44		
Property Tax	\$8,779.23	\$142,533.24		
License Excise Tax	\$9,088.74	\$16,059.04		
Financial Institution Tax	\$128.73	\$258.00		
CVET(Commercial Vehicle Excise)	\$732.66	\$1,465.32		
FOOD/HOSPITALITY FUND:			\$0.00	\$1,345.25
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$372,961.42	\$2,240,421.25

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:				
FIT Tax Collected	\$5,449.82	\$70,536.75	\$19,348.09	\$230,492.64
FICA Collected	\$4,185.36	\$52,511.44		
State Tax Collected	\$1,844.37	\$23,233.20		
County Tax Collected	\$507.51	\$6,414.51		
Deferred Comp Plan	\$2,730.74	\$31,563.43		
#125 Pre-tax Plan	\$2,593.76	\$25,046.96		
Life/Health Insurance	\$17.80	\$98.00		
PERF	\$1,668.73	\$18,888.35		
Credit Union	\$350.00	\$2,200.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$392,309.51	\$2,470,913.89

Voucher List**Jasper County Public Library****Report Date: From 01/01/2002 To 01/14/2002**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1	PAYROLL	01/10/2002	PAYROLL	\$29,317.23
20607	2	ALIAC	01/10/2002	Deferred Compensation Plan-1/10/02	\$1,365.37
20608	3	LA-PORTER FEDERAL CREDIT	01/10/2002	Withheld from payroll 1/10/02	\$175.00
20609	4	NIPSCO	01/10/2002	Demotte Utilities;11/15- 12/17/01	\$2,504.83
20610	5	NORTHWESTERN INDIANA TE	01/10/2002	Jan.Local Telephone-Demotte	\$125.44
20611	6	OOMS DISPOSAL SERVICE IN	01/10/2002	Trash Disposal 1/1-3/31/02;Demotte	\$58.30
20612	7	PLATINUM PLUS FOR BUSINE	01/10/2002	Guest Speaker Expenses, Demograph Books	\$665.00
20613	8	SPRINT	01/10/2002	Dec '01 Long Distance Telephone - D & W	\$82.82
20614	9	TOWN OF DEMOTTE	01/10/2002	Sewer Service Nov '01-Demotte	\$50.26
20615	10	TOWN OF WHEATFIELD SEW	01/10/2002	Sewer Service Jan '02-Wheatfield	\$41.05
0	11	INTERNAL REVENUE SERVIC	01/11/2002	FICA & FED Tax Withheld from Payroll 1/10/02	\$6,548.56
20616	13	A & S PLUMBING & HEATING	01/14/2002	Replace steel pipe, 3 valve bi-pass;Water Softener in Electrical Rm-Demotte	\$1,106.84
20617	14	A.E. BOYCE CO., INC.	01/14/2002	W-2 & 1099 forms	\$52.09
20618	15	ACE HARDWARE	01/14/2002	keys, light bulbs	\$15.45
20619	16	ALA	01/14/2002	PLA Conference;3/12- 3/16/02;Stringfellow,Weed,Tachtiris,Deardorff,Egan	\$1,575.00
20620	17	ALCO DISCOUNT STORE #290	01/14/2002	Children's Afterschool Program Supplies-Demotte	\$9.97
20621	18	ALEXANDER HAMILTON INSTI	01/14/2002	Annual Subscription Payroll Legal Alert	\$99.00
20622	19	ANTHEM BENEFIT ADMINISTR	01/14/2002	Cobra Administrative Fee 1/02-12/02;14 Employees	\$210.00
20623	20	AREA SHEET METAL, INC.	01/14/2002	New Boiler Installation;Preheat coil,Piping,Vent, Control Wiring-Demotte	\$39,879.00
20624	21	ARLINGTON/ROE	01/14/2002	D & O Liability Ins. For 2002	\$1,423.00
20625	22	ASI SIGN SYSTEMS	01/14/2002	Audio Books Display Sign-Ren;Restroom sign-Dem	\$146.03
20626	23	BAKER & TAYLOR	01/14/2002	Books, Continuations, AV Material	\$8,021.61
20627	24	BANKERS ADVERTISING CO.	01/14/2002	Magnets-Demotte Library	\$273.38
20628	25	BRACKEMYRE PUBLISHING	01/14/2002	2002 Indiana Media Directory-Continuation	\$89.00
20629	26	CAMPBELL PRINTING COMPA	01/14/2002	11,000-Fine Labels	\$239.14
20630	27	CHERYL WARRAN	01/14/2002	Janitorial Services @ Wheatfield	\$107.25
20631	28	CULLIGAN	01/14/2002	Water Cooler Rental-Wheatfield	\$9.95
20632	29	DEMCO	01/14/2002	Laminate, round labels & video cases for AV	\$219.39
20633	30	DIANA KOOY	01/14/2002	Mileage;migration mtg,bank deposit's,management,power point mtg., book discussion	\$69.00
20634	31	DIANE OPOLSKI	01/14/2002	Mileage-Rens. Christmas Party	\$15.18
20635	32	EBSCO PUBLISHING	01/14/2002	Novelist license;11/01/01-10/31/02	\$1,500.00
20636	33	FACTS ON FILE, INC.	01/14/2002	Books	\$462.24
20637	34	GALE GROUP	01/14/2002	Gale Directory/Pub Broadcast Media,Encyclopedia/Assn, Gift Books	\$1,360.67
20638	35	GAYLORD BROS.	01/14/2002	Turtle Floor Cushion-Rens	\$115.16
20639	36	GLENDA BROWN	01/14/2002	Schaumburg Public Library Expense;12/13/01	\$27.19
20640	37	HERITAGE OFFICE PRODUCT	01/14/2002	1460 Mita Copier Contract;11/15/01-11/29/02 Demotte	\$562.40
20641	38	HISTORIC LANDMARKS FOUN	01/14/2002	Annual Subscription 2002	\$25.00
20642	39	HP PRODUCTS CORP.	01/14/2002	M-Fold towels & TP	\$181.94
20643	40	INDIANA LIBRARY FEDERATIO	01/14/2002	2002 Institutional & Trustees Membership Dues	\$1,335.52
20644	41	INDIANA DEPT.OF WORKFOR	01/14/2002	Unemployment Compensation	\$226.70
20645	42	INDIANA UNIVERSITY PRESS	01/14/2002	Gift Fund Books	\$256.76
20646	43	INGRAM	01/14/2002	Books	\$43.26
20647	44	INSPIRATIONAL BOOK DISTRI	01/14/2002	Books	\$24.28
20648	45	JAMES D. LOWER	01/14/2002	Snow Removal 12/28/01-Wheatfield	\$20.00
20649	46	JASPER COUNTY HOSPITAL	01/14/2002	Quality Water Test Demotte	\$12.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20650	47	JILL TACHTIRIS	01/14/2002	Book Purchase for Demotte & Wheatfield	\$40.20
20651	48	JULIE FORBES	01/14/2002	Refund for 4 books returned on 12/11/01	\$39.64
20652	49	JOURNAL AND COURIER	01/14/2002	Annual Subscription 1/22/02-1/22/03;Demotte	\$197.60
20653	50	KATHRYN B. WEED	01/14/2002	Mileage;Kniman visit	\$10.35
20654	51	KONE, INC.	01/14/2002	Quarterly Maintenance Contract;1/1/02-3/31/02	\$360.00
20655	52	LANDMARK AUDIOBOOKS	01/14/2002	Audiobook Replacement tapes	\$35.00
20656	53	LISA RUSHER	01/14/2002	Mileage;AVC Users mtg, Demotte Christmas party, Schaumburg Library	\$157.32
20657	54	LYNN DAUGHERTY	01/14/2002	Book Purchase,PLA airline reservations,mileage	\$268.31
20658	55	MARTZ PLUMBING & HEATING	01/14/2002	Repairs to Lounge Water Heater -Rens	\$709.29
20659	56	POSTMASTER GENERAL	01/14/2002	Stamps;2000- .34,100- .02, 100- .03, 100- .05, 200- .50, 100-\$1.00	\$890.00
20660	57	PRECISION CONTROL SYSTE	01/14/2002	Serv. Agreement 7/01 -12/01,HVAC project,checked/replaced vents, valves, actuator repairs- Dem,repairs to air sensor,controls-Ren	\$19,323.10
20661	58	PUBLIC EMPLOYEES' RETIRE	01/14/2002	4th Qrt. 2001 Payment	\$12,733.80
20662	59	QUILL	01/14/2002	const. Paper, toner & injet cartridges, calendars,binder clips,envelopes,ruled pads, index cards,binders, paper	\$1,111.56
20663	60	RAND MCNALLY & COMPANY	01/14/2002	Continuation-Commercial Atlas 2002	\$299.87
20664	61	REBECCA GIBSON	01/14/2002	DVD's, CD's & Inkjet Cartridges	\$217.68
20665	62	RECORDED BOOKS, LLC	01/14/2002	Audiobooks	\$470.40
20666	63	REGENT BOOK CO., INC.	01/14/2002	Continuation books	\$42.95
20667	64	RENSSELAER REPUBLICAN	01/14/2002	Annual Newspaper Subscription to 1/03 R & W;Page Position Ad-Rens	\$289.26
20668	65	SECURITY COURIERS CORP.	01/14/2002	Transport between branches;11/30/01 - 12/28/01	\$1,040.63
20669	66	SHARON WIGGINS	01/14/2002	Backyard Wildlife Program Expense 1/28/02-Rens	\$31.50
20670	67	SIMPLEX TIME RECORDER C	01/14/2002	Equipment Service Agreement;1/1 - 12/31/02	\$2,851.50
20671	68	SPRINT YELLOW PAGES	01/14/2002	Directory Charges-Jasper/Newton Counties	\$70.75
20672	69	THINK TANK INFORMATION S	01/14/2002	Novell Intranerware, Module for Cisco Server	\$1,199.48
20673	70	UNIQUE MANAGEMENT SERVI	01/14/2002	December Collections	\$92.46
20674	71	WALL STREET JOURNAL	01/14/2002	Newspaper Subscription (2 yr) 2/02 - 2/04;Rens	\$299.00
20675	72	WORLD BOOK INC., SCHOOL	01/14/2002	2002 Encyclopedia's	\$799.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$144,227.91

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, January 08, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$144,227.91

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

FEB.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, February 11, 2002 7:00 PM Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of January board meeting (R 1)
- B. Bills/Financial Reports (F)
- C. Policy review (R 11)
- D. Indiana Deferred Compensation Resolution (R 21)
- E. Revised Salary Ordinance (R7)

General Business

- A. Annual Reports: Rensselaer Library Information
- B. Internet filtering (R 9-R10) Action
- C. Wheatfield Library building project (R 13-17) Action
 - 1. Feasibility study specifications (R 13-14)
 - 2. Architect recommendations & interviews (R 13,16-17)
 - 2. Planning Committee responsibilities (R14)
- D. Transfer of funds Action

Director's Report (R 19-R 22)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes January 14, 2002
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Mari Anne Sayler, Mike Crawford, Sue Deardorff, Anne-Marie Egan, Mark Heinig, Lynn Daugherty, Sheila Maxwell, Jennifer Evers, Patricia Stringfellow, Amber Whited, Diana Kooy.

Agenda/Consent Agenda: On a motion by M. Crawford, seconded by M. Heinig, the Consent Agenda and Agenda items including December Minutes, Financial Reports, and 2002 Annual Salary Ordinance were approved unanimously.

Annual Report of Systems Administrator: Sheila Maxwell noted the library's technology accomplishments for 2001:

- ◆ upgrade from 56K to 256K frame relay WAN between Rensselaer and Wheatfield, and upgrade from 56K frame relay to 256K wireless link between Rensselaer and DeMotte.
- ◆ New web server
- ◆ 5 new PCs and updated memory in a number of older PCs
- ◆ Software audit completed
- ◆ Migration required configuring Windows 2000 to work with our Novell system, migrating our data from Galaxy to TLC (done in-house at a savings of 2 months and \$12,000), and writing of new TLC procedures
- ◆ Presented staff workshop on using new digital camera and for Technical Services staff on handling network emergencies in Sheila's absence.
- ◆ Creation of a technology manual
- ◆ Switching from Netscape to Internet Explorer on all PCs (in progress)
- ◆ Selling old equipment (in progress)

Sheila is responsible for technology grants and spends a great deal of time on paperwork for Universal Service Fund (USF) reimbursement grants, LSTA (Library Services and Technology Act) grants, and Gates Foundation grants. She attended very useful conferences and counterparts meetings last year. In 2002, she plans to add 3 new servers with Netware 6.x installed, add 2 new switches for faster computer response and replace as many old PCs as money allows.

Annual Report of Technical Services Librarian: Jen Evers was in charge of the migration project, guiding the library through the writing of the specifications, vendor selection, negotiations, data migration, installation and training, and clean up both before and after the migration. This consumed a large amount of time and energy; clean up is ongoing and she is writing new procedures as she finds time. Nevertheless, she has managed to train a new assistant, institute a new book ordering system and reorganize and streamline the processing of materials. Her department has cataloged almost as many items this year as

last year, in spite of a one month's hiatus during the migration when they were not allowed to make changes to the database.

A-M Egan noted that an incredible amount had been accomplished by these two women and their staff and offered a thank you from the board.

Powerpoint Presentation: The board was pleased with the marketing tool created by library staff and presented by Patty Stringfellow and Amber Whited. M. Crawford suggested that the library's need for gifts be emphasized more, mentioning that gifts might include \$20 for a book in memory of a loved one or might be a large cash donation made to the library's endowment fund in the Jasper Foundation. A-M Egan suggested that more pictures be added to illustrate various points.

Wheatfield Library building project: After examining architects' promotional materials and sample feasibility studies, the board determined by consensus to follow up on the following four architectural firms: Interdesign, Troyer, Design Collaborative and Veazey, Parrott, Durkin and Shoulders. Staff and board will attempt to visit at least one library built by each of these firms within the next month.

S. Deardorff will join L. Daugherty, Charlotte Fagen, Diana Kooy, Patty Stringfellow and Rebecca Gibson on the Building Committee. T. Schultz will be asked to serve on the Building Committee also. Input from the community will be solicited through a method to be determined later. The board will be notified by email when visits to libraries are scheduled. Any board member is welcome to make the trip with staff.

Feasibility Study: L. Daugherty created a list of items she feels should be included in the Feasibility Study. This will be discussed further at the next meeting. The board agreed that the detailed space needs assessment does not need to be done by the architect. It should be a part of the feasibility study, but library staff is capable of providing this assessment.

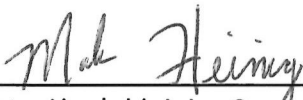
Substitute employee status: On a motion by M. Crawford, seconded by M. Heinig, the board voted unanimously to make an exception to the Personnel Policy by allowing a substitute janitor who works less than 10 hours per month and is related to a library employee to be employed by the library. This aspect of the Personnel Policy will be reviewed in April.

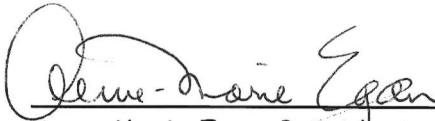
Board member oath of office: Mark Heinig was sworn in as a board member after his reappointment by the Jasper County Council.

Adjournment: The meeting adjourned at 9:40 pm on a motion by M. Sayler, seconded by M. Crawford.

Meeting of the Board of Finance

The Library Board's officers were elected as officers of the Board of Finance on a motion by M. Heinig, seconded by S. Deardorff. The Kankakee Valley Post News and Rensselaer Republican were designated as the papers in which the library's public notices would appear, on a motion by S. Deardorff, seconded by M. Crawford. The annual financial report was submitted. Annual accounting practices for 2002 were approved on a motion by M. Crawford, seconded by M. Saylor. The meeting adjourned at 9:46 PM on a motion by M. Crawford, seconded by M. Heinig.


Attest: Mark Heinig, Secretary


Anne-Marie Egan, President

January 2002

DEMOTTE			RENSSELAER			WHEATFIELD		
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation

END OF MONTH:			
Total Materials Owned	52,240	62,340	30,589
Percent Increase/Decrease	17.2%	5.0%	23.7%

MONTHLY SYSTEM STATISTICS	2001	2002	% change
Circulation	24,926	28,130	12.9%
Jan. to date circulation	24,926	28,130	12.9%

R4

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
12,781	12,883	12,156	12,139	8,095	
15,113	15,203	21,461	21,532	8,192	
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
10,798	10,836	12,675	12,699	6,456	Fiction
7,865	7,887	8,284	8,297	3,879	Nonfiction
					YA BOOKS
1,873	1,875	2,352	2,357	1,383	Fiction
572	573	512	489	137	Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
					Internet Use
1,122	1,124	1,794	1,798	1,226	1,224 Sound Rec/Adult
299	299	378	377	276	276 Sound Rec/Child
25	25	16	16	1	1 Online Databases
145	147	205	204	127	127 Software
					Vertical Files
1,370	1,385	2,229	2,290	890	849 VHS/DVD
2	2	2	2	2	2 Equipment
51,965	52,240	62,204	62,340	30,664	30,589 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

January 2002

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	154	33	166	36	183	40		0
LOCAL HISTORY								
In person	7	2	17	5	0	0		0
Letters written		0	8	8	0	0		0
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	24	2	23	2	18	2		0
VCR Use	3	0		0		0		0
Microforms	3	0	12	2		0		0
CD ROM/Online databases	86	7	113	9	23	2		0
Typewriter use	1	0		0		0	1	0
Other equipment used	6	2		0		0	6	2
Fax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	2	1	50	33		0	52	35
Notarized documents	10	3	1	0	2	1	13	3
Meeting Room Use (no. of groups)	60	20	31	10	30	10	121	40
Study room use	24	2	13	1	1	0	38	3
INTERLIBRARY LOANS								
Requests made for:	96	24	92	23	24	6	212	53
Items rec'd for:	66	33	84	42	12	6	162	81
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Total Borrowers	7738	7990	3195	18923
Non-resident, paying	10	24	0	34
LAC card users	0	2	0	2
Reciprocal borrowers	437	271	23	731

PROGRAMS

Programs for all ages	3	18	2	12	0	5	30
Children's Programs (0-13)	19	114	9	54	3	18	186
Number attending	282		133		38		453
YA Programs (14-17)	4	24		0	0	4	24
Number attending	70					70	
Adult Programs	2	12	6	36	1	6	54
Number attending	54		71		9		134
Senior Citizen Programs		0	2	12	1	6	18
Number attending	6		20		6		32
Total Number of Programs	28	168	19	114	5	30	52
Total Persons Attending	412		224		53		689
Total Attending Same Month Last Yr.	361		350		15		726
Total Staff Hours Spent		298		286		96	529
Hours Spent Same Month last year		323		332		95	750

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	8477	73.9%	8121	69.0%	3997	78.2%	20595	72.6%
Corporate	42	0.4%	180	1.5%	7	0.1%	229	0.8%
Juvenile 0-11	1476	12.9%	1538	13.1%	510	10.0%	3524	12.4%
Nonresident No Fee	149	1.3%	353	3.0%	173	3.4%	675	2.4%
Nonresident Fee		0.0%	38	0.3%		0.0%	38	0.1%
Reciprocal	299	2.6%	289	2.5%	7	0.1%	595	2.1%
School	5	0.0%	41	0.3%		0.0%	46	0.2%
St. Joseph College		0.0%	145	1.2%		0.0%	145	0.5%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	572	5.0%	618	5.2%	218	4.3%	1408	5.0%
YA 12-17	453	3.9%	455	3.9%	200	3.9%	1108	3.9%
Total	11473		11778		5112		28363	
items borrowed by nonresidents	453	3.9%	866	7.4%	180	3.5%	1499	5.3%

CIRCULATION BY HOLDINGS CODE
January 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	2			2
Award Winner JE (DAJE)	21			21
Award Winner JFIC (DAJFIC)	28			28
Award Winner JNF (DAJNF)	5			5
Award Winner JPFIC (DAJBPF)	1			1
Award Winner YAFIC (DAYAF)	10		1	11
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	112	7		119
Books on CD (DBKCD)	27	1	2	30
Books on Tape (DBKT)	136	2	2	140
Compact Disc (DCD)	312	9	2	323
DVD	253		2	255
Equipment (DEQP)				0
See librarian (DERR)				0
Express Book (DEXP)	54			54
Fiction (DFIC)	1571	64	19	1654
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	235			235
Juv. Biography (DJBIO)	116		2	118
Juv. Book on CD (DJBKCD)	1			
Juv. Book on Tape (DJBKT)	79	3	2	84
Juv. Compact Disc (DJCD)	17			17
Juvenile Easy (DJE)	1450	2	10	1462
Juv. Easy Reader (DJER)	582			582
Juv. Fiction (DJFIC)	277	6	2	285
Juv. Holiday books (DJHOL)	1			1
Juv. Magazine (DJMAG)	96			96
Juv. Music Cassette (DJMC)	8			8
Juv. Nonfiction (DJNF)	807	9	4	820
Juv. Nonfic Text Bk (DJNFTB)	7			7
Juv. Paperback fic (DJPBF)	307	3		310
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	99	2	2	103
Large Print Nonfic (DLPNF)	9	1		10
Magazine (DMAG)	833		25	858
Music Cassette (DMCAS)	1			1
Nonfiction (DNFIC)	1518	51	17	1586
Nonfiction VHS (DNFVHS)	105	1		106
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	16			16
Parent Shelf Ref (DPREF)				0
Reference (DREF)	2			2
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)	1			1
Spanish Collection (DSPA)	10			10

Software (DSWAR)	175	4	1	180
Vertical File (DVF)	19			19
VHS	1109	7	7	1123
YA Biography (DYAB)	10			10
YA Books on Tape (DYABKT)	2			2
YA Fiction (DYAF)	62	3	3	68
YA Nonfiction (DYANF)	38	1	1	40
YA Paperback Fic (DYAPBF)	102	5		107
Award Winner JBIO (RAJBIO)	1	3		4
Award Winner JE (RAJE)		3		3
Award Winner JFIC (RAJFIC)		7		7
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)				0
Award Winner YAFIC (RAYAF)		5		5
Award Winner YAPFIC (RAYPBF)		1		1
Biography (RBIO)	9	92	9	110
Books on CD (RBKCD)	1	41	1	43
Books on Tape (RBKT)	12	185	2	199
Compact Disc (RCD)	12	348	2	362
DVD	2	492		494
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		145		145
Fiction (RFIC)	49	1567	12	1628
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)				0
Internet (RINTER)		497		497
Juv. Biography (RJBIO)	4	91		95
Juv. Book on CD (RJBKCD)		76		
Juv. Book on Tape (RJBKT)	1			1
Juv. Compact Disc (RJCD)	1	11		12
Juvenile Easy (RJE)	21	1163	13	1197
Juv. Easy Reader (RJER)	1	217	1	219
Juv. Fiction (RJFIC)	15	389	4	408
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		8		8
Juv. Music Cassette (RJMC)		11		11
Juv. Nonfiction (RJNF)	29	926	7	962
Juv. Nonfic Text Bk (RJNFT)				0
Juv. Paperback fic (RJPBF)	4	401		405
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	1	69		70
Large Print Nonfic (RLPNF)		6		6
Magazine (RMAG)	2	327		329
Music Cassette (RMCAS)				0
Nonfiction (RNFIC)	40	1197	25	1262
Nonfiction VHS (RNFVHS)	5	59		64
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		5		5
Parent Shelf Ref (PREF)				0

Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)		3		3
Spanish Collection (RSPA)		50		50
Software (RSWAR)	1	148	1	150
Vertical File (RVF)	1	12		13
VHS	8	1727	5	1740
YA Biography (RYAB)	1	18		19
YA Books on Tape (RYABKT)	1	7		8
YA Fiction (RYAF)	5	124	3	132
YA Nonfiction (RYANF)	3	62	1	66
YA Paperback Fic (RYAPBF)	3	184	1	188
Award Winner JBIO (WAJBIO)			1	1
Award Winner JE (WAJE)			2	2
Award Winner JFIC (WAJFIC)			4	4
Award Winner JNF (WAJNF)			1	1
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)		1		1
Award Winner YAPFIC (WYAYPBF)		1		1
Biography (WBIO)	3	2	44	49
Books on CD (WBKCD)			7	7
Books on Tape (WBKT)	9	6	65	80
Compact Disc (WCD)	7	7	232	246
DVD	2		242	244
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)				0
Fiction (WFIC)	49	31	750	830
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			130	130
Juv. Biography (WJBIO)	2	1	24	27
Juv. Book on CD (WJBKCD)				
Juv. Book on Tape (WJBKT)	2		13	15
Juv. Compact Disc (WJCD)			8	8
Juvenile Easy (WJE)	6	1	589	596
Juv. Easy Reader (WJER)			210	210
Juv. Fiction (WJFIC)	6	11	130	147
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			42	42
Juv. Music Cassette (WJMC)			1	1
Juv. Nonfiction (WJNF)	5	5	369	379
Juv. Nonfic Text Bk (WJNFTB)				0
Juv. Paperback fic (WJPBF)	3		121	124
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	1		4	5
Large Print Nonfic (WLPNF)			3	3
Magazine (WMAG)	1	1	208	210
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	28	22	637	687
Nonfiction VHS (WNFVHS)	2		26	28

Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			14	14
Software (WSWAR)		2	77	79
Vertical File (WVF)			1	1
VHS	7	5	624	636
YA Biography (WYAB)			4	4
YA Books on Tape (WYABKT)			1	1
YA Fiction (WYAF)	2	1	58	61
YA Nonfiction (WYANF)			24	24
YA Paperback Fic (WYAPBF)	6	6	44	56
TOTAL	11000	10961	4901	26785

CIRCULATION BY HOLDINGS CODE
January 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	3	3	1	7
Award Winner JE (AJE)	21	3	2	26
Award Winner JFIC (AJF)	28	7	4	39
Award Winner JNF (AJNF)	5	0	1	6
Award Winner JPFIC (AJPF)	1	0	0	1
Award Winner YAFIC (AYAF)	10	6	1	17
Award Winner YAPFIC (YAYPBF)	0	2	0	2
Biography (BIO)	124	101	53	278
Books on CD (BKCD)	28	42	10	80
Books on Tape (BKT)	158	200	69	427
Compact Disc (CD)	331	364	236	931
DVD	257	492	244	993
Equipment (EQP)	0	0	0	0
See librarian (ERR)	0	0	0	0
Express Book (EXP)	54	145	0	199
Fiction (FIC)	1669	1662	781	4112
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	0	0	0
Internet (INTR)	235	497	130	862
Juv. Biography (JBIO)	122	92	26	240
Juv. Book on CD (JBKD)	1	76	0	77
Juv. Book on Tape (JBKT)	82	3	15	100
Juv. Compact Disc (JCD)	18	11	8	37
Juvenile Easy (JE)	1477	1166	612	3255
Juv. Easy Reader (JER)	583	217	211	1011
Juv. Fiction (JFIC)	298	406	136	840
Juv. Holiday (JHOL)	1	0	0	1
Juv. Magazine (JMAG)	96	8	42	146
Juv. Music Cassette (JMC)	8	11	1	20
Juv. Nonfiction (JNF)	841	940	380	2161
Juv. Nonfic Text Bk (JNFT)	7	0	0	7
Juv. Paperback fic (JPBF)	314	404	121	839
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	101	71	6	178
Large Print Nonfic (LPNF)	9	7	3	19
Magazine (MAG)	836	328	233	1397
Music Cassette (MCAS)	1	0	0	1
Nonfiction (NFIC)	1586	1270	679	3535
Nonfiction VHS (NFVH)	112	60	26	198
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	16	5	0	21
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	66	84	12	162
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0

Spanish Collection (SPA)	10	50	14	74
Software (SWAR)	176	154	79	409
Vertical File (VF)	20		1	21
VHS	1124	1739	636	3499
A Biography (YAB)	11	18	4	33
YA Books on Tape (YABKT)	3	7	1	11
YA Fiction (YAF)	69	128	64	261
YA Nonfiction (YANF)	41	63	26	130
YA Paperback Fic (YAPBF)	111	195	45	351
				0
Free reads	299	619	186	1104
Puzzles			4	4
Talking books		8		8
Assignment Shelf Books				0
TOTAL	11363	11664	5103	28130

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2123	2497	973	5593
Nonfiction	1795	1512	761	4068
CHILDREN'S BOOKS				
Fiction	2722	2203	1086	6011
Nonfiction	995	1040	408	2443
YA BOOKS				
Fiction	190	331	110	631
Nonfiction	52	81	30	163
Magazines, Adult	836	328	233	1397
Magazines, Children	96	8	42	146
Games, Toys	0	0	4	4
Internet use	235	497	130	862
Sound Recordings, adult	521	621	316	1359
Sound Recordings, ch	109	101	24	234
Online databases	0	0	0	0
Software	176	154	79	409
Vertical file	20	0	1	21
VHS/DVD	1493	2291	906	4690
Equipment	0	0	0	0
Total	11363	11664	5103	28130

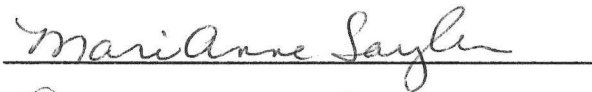
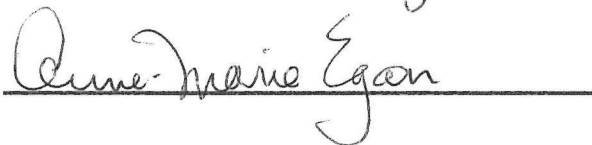
Salary Ordinance 2002

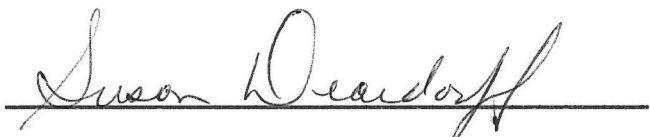
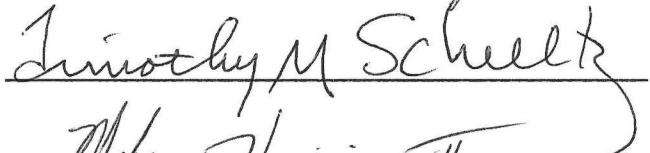
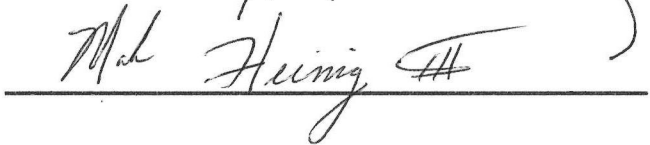
2/11/02

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Library Worked		Start Date	Raise Date(s)	Step
Prohosky, Melinda	Page	5.75/5.85/5.95	\$3,000.00	10	R	2/11/02	5/15,8/15	1a,b,c
Zak, Laura	Page	5.85/5.95/6.05	\$58.50	10	R	8/1/01	Res.1/14/02	

Laura has resigned as a Rensselaer Page. Melinda Prohosky, a student at Rensselaer Central High School will take her place.

We have examined and approved the changes in the salary ordinance. Dated February 11, 2002.

MEMORANDUM

Internet filtering

Summary: To be eligible for USF (Universal Service Fund) discounts on internal connections purchased July 2002 to June 2003, all our computers (staff and public) must have filtering software installed by July 1. Because this is not an easy process, the board must make a decision on Internet filtering by the March board meeting. If the CIPA (Childrens Internet Protection Act) law is struck down by the courts, we would not have to filter. However, the case will not be heard at least until March, so we must act before we know the outcome.

Internet filtering would mainly be a hassle for staff and an ineffective method of controlling what people can view on the Internet. It would censor what patrons could access. On the other hand, we would pay about \$1656 per year (after the first year) and remain eligible to save \$9900 per year (the cost of the USF discounts which help pay for our T-1 Internet line).

Discussion: You have two options, as we see it:

1. To decide not to filter our workstations and forego any possible discounts on Internal connections. Our discount is 60%. We have not qualified for discounts on internal connections (upgrades to servers, network components, etc.) since the first year we applied for USF discounts. We would still qualify for discounts for our phone lines and for our datalines between branches.

There is an exception to the statement that we have not qualified for discounts. Presently we pay nothing for our T-1 Internet connection (\$1375 per month). The state partially pays for this with a state grant (\$550 per month) and by applying on behalf of all libraries for USF discounts (\$825 per month). We would keep the \$550 state grant but lose the \$825 of USF discounts. Annual cost to us: \$9,900. If we do not filter, we would have to cut our budget somewhere else to afford the \$9,900 Internet charges.

2. To filter our workstations. Only one filtering software product is a truly viable option. N2H2 (known by some as Bess) is one of only two products which can be loaded on a central server and filter all 77 of our Internet-connected computers from that point. It

would cost \$5495 to purchase the server on which the product would reside. Thereafter we would pay \$1656 per year for service and maintenance fees. Technical support for this product is supposed to be good. It, like all Internet filters, blocks some sites that should not be blocked and does not block some sites that should. N2H2 says they quickly respond to complaints about wrong blocks and correct their database. N2H2 has about 53% of the educational market. Unblocking of a workstation can be done at that workstation by any staff, typing in an override password that unblocks the workstation for a preset period of time.

The only other server-based product that can be used with Novell networking software (what we use) and Border Manager (our firewall) is CyberPatrol. It is cheaper to buy (\$1595; \$1117 per year after the first year). However, if we needed to unblock a computer (as we would if an adult logged on for research purposes), Sheila would have to do it from her computer in her office. We anticipate that we will unblock computers for adult patrons routinely; however, we are not allowed to leave the computers unblocked. A time out feature would re-block them after 30 minutes when an individual logs off a computer. Sheila would spend all her time unblocking computers for the 3 branches. No one would be able to unblock in the evenings after she goes home. This is unacceptable. Furthermore, technical support is reputed to be terrible.

If we install a filter, the board could then decide whether to allow children access to the Internet without requiring parental permission. It would still be up to you. You could still leave our policy as it is.

Vote: 1. Not to filter our Internet workstations, understanding that we may lose some of our USF discounts as a result.

2. To filter the workstations and purchase the N2H2 product.

MEMORANDUM
Board Bylaws, Circulating CD ROM Policy, Board/Staff
Privileges, Fax Policy, Mission/Values/Role, FMLA,
Circulation Policy

Summary: The Policy Committee sees no need for changes in any of the policies except the FMLA Policy which has several typos, and the Circulation Policy. In the Circulation Policy, they recommend extending full borrowing privileges to regular volunteers who do not live in our taxing district, with approval from the Agency Librarian. Other changes reflect the changes in DeMotte hours, the addition of DVDs to our collection, and minor changes for clarification.

Discussion: We have had a volunteer who works several hours per week for us and is a reciprocal borrower living in Newton County. As a reciprocal borrower, she can check out only books and magazines. We would like her to be able to check out videos, DVDs, books on tape as a way of saying "thank you" for her services.

Vote: To approve the Board Bylaws, Circulating CD ROM Policy, Board/Staff Privilege Policy, Fax Policy, and Library Mission/Values/Role as written; to correct typos in the FMLA Policy and to approve a revised Circulation Policy as recommended by the Policy Committee.

Circulation Policy

Jasper County Public Library

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card.

Persons who live, work or own property in the JCPL library district, which includes all Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a school in the library district are eligible for free JCPL cards with full borrowing privileges. St. Joseph's College students are eligible for free one-year JCPL cards with full borrowing privileges. Persons living outside the library district who regularly volunteer at a JCPL library may be given full borrowing privileges at the discretion of the agency librarian.

Persons living outside the JCPL district may apply for a free, *restricted* JCPL card as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program

The signature of a parent or legal guardian is required before a borrower's card can be issued to any child under the age of 14. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been revoked.

An annual fee of \$54 is assessed for out-of-county residents who do not own property, attend school or work in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

A corporation existing within the JCPL district may obtain a card for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
 Wed: 9 AM - 6 PM
 Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
 Fri, Sat: 9 AM - 5 PM
 Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM
 Tues: 9:30 AM - 8 PM
 Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating CD ROMs:	1 week
Videos, nonfiction	1 week
DVD's and Videos, entertainment:	2 days
Express Books:	1 week
Textbooks	1 day
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR:	in house use only

All materials except DVDs, videos, textbooks, Express Books and circulating CD-ROMs may be renewed for one additional loan period. If an item is on reserve for another patron, or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has been reserved by another patron.

Videos for classroom use may be checked out for a one week loan period.

Loan Limits

Videos:	2 DVDs, 2 entertainment videos, and 2 nonfiction videos per adult card. No reserves. Only persons 18 years of age and older may borrow videos.
Circulating CD-ROMs:	2 items per borrower's card.
Short term loan materials:	On some occasions, materials are put on short term loan so that all students in a class have access to the resources.
CD's:	5 adult cds and 2 jcds per borrower's card.
All other materials:	Unlimited loan

Reciprocal borrowers and PLAC users may borrow only books and magazines.

Fines and Fees

Fines will never exceed the original cost of the overdue item, up to a maximum of \$100 per item.

<u>Overdue materials:</u>	Adult Items:	\$.10 per day per item
	Children's room items	\$.05 per day per item
	Videos, Express Books & DVDs:	\$1.00 per day per item
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)
	Circulating CD-ROMs:	\$1.00 per day per item
	Textbooks:	\$1.00 per day per item
	Overdue materials referred to collection agency:	\$10.00 per borrower plus overdue fines
	Equipment Loans:	\$2.00 per day; \$10.00 deposit refunded when material is returned undamaged

<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged CD ROMs:</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost or damaged CD ROM user's guide, notebook:</u>	\$5.00 for first item, \$10 for more than 1 item
<u>Lost or damaged magazine:</u>	Original retail cost of item plus \$3.00 processing fee
<u>Other lost or damaged materials:</u>	Original retail cost of item plus \$5.00 processing fee.

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

- \$15.00 all hardback books, videos, DVDs, CDs, lease books
- \$5.00 all paperbacks
- \$3.00 all magazines
- \$1.00 all vertical file items, newspapers, college catalogs
- \$ 5.00 all Landmark (leased) audiocassettes (per tape) (delete: and cassette cases)
- \$25.00 all textbooks, CD ROMs and audiocassettes

Lost or damaged borrower's card: \$2.00

FAX fees:

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 20 cents for each additional page

Fax of library materials to patron's home or business: 30 cents per page

Photocopy Fees:

Customer-operated copiers (at DeMotte & Rensselaer): 10 cents per single side

Staff-operated copiers (at DeMotte & Rensselaer): 20 cents single side

40 cents double side

Wheatfield copier:

15 cents single side

20 cents double side

Transparencies:

40 cents each

Printing Fees:

CD-ROM/Online Workstations and Internet Workstations:

First 5 pages are free. 10 cents for each page thereafter.

Computer Workstations for Word Processing, etc.: 10 cents per page

Microfilm/fiche Workstations: 30 cents per page

Computer disk purchase:

\$.35 each 3 ½" disk

Other Circulation Services

Reserve materials: All circulating materials may be reserved by patrons except videos, DVD's and Express Books. Videos & DVDs will only be reserved for teachers using them in educational settings, and for groups needing a video, which has been cleared for public performance, for a particular date.

Walking books program: Library staff or volunteers will bring books and other library materials to shut-ins who are unable to visit the library.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons.

7/96; updated 2/00; 2/01; 9/01; draft 2/02

MEMORANDUM

Feasibility Study

Summary: The Board needs to determine the components they want included in the Feasibility Study as well as the information they want included in the architect's cost proposal for doing a feasibility study. (R 15-16) They then must decide which architects they wish to interview and the mechanics of the interview process. Finally, the board may wish to define the way in which they want to use the Planning Committee.

Discussion: We will not have completed visiting buildings of the three architects we are considering until this Friday. I cannot recommend architects at this time. I will show you some of the highlights of the buildings we have seen (hurrah for digital cameras and computer projectors) at the board meeting. Hopefully you can decide then whether you wish to interview all three architects.

Note: At the last board meeting, you cut 3 architects, leaving 4 to be visited. After the board meeting, we did phone interviews with 2 more libraries built by Veazey Parrott Durkin & Shoulders. Both libraries had serious HVAC problems and were dissatisfied. The Planning Committee decided the Board would not want to consider the architect further, and we did not visit libraries built by this firm.

Interviewing architects: You must decide when you want to interview the 2 or 3 selected architects. I see 2 options. You could

- interview them at the March board meeting
- interview them at a special meeting before that board meeting (full board or selected few

Planning Committee: The Planning Committee met at 3:30 PM, January 24, at the DeMotte Library. Most of the committee's recommendations can be discussed with the board at a later date.

I have included a page of suggested questions for your use during the architect interview. Look them over carefully and see if you think anything important is omitted--or if any questions are unnecessary or poorly phrased. (R 17)

One recommendation, however, is that we hire a library consultant to periodically look at decisions we make as we create our building program, as the architect draws rough floor plans, when blueprints are completed, etc. This person would help us make sure all bases are covered and nothing is forgotten. This person would essentially be another pair of eyes looking out for us. Because the person would be asked to review documents on only 3 or 4 occasions, the cost should not be prohibitive. I would like to know if the board concurs with this recommendation.

The committee also discussed how they could be most useful to the Board during the building project. They felt they could be the filter through which information and issues demanding action reach the board. If the committee works with the architect during the feasibility study, they can make the little decisions (particularly those that must be made quickly) themselves and make recommendations to the board concerning the big decisions that the board must make. I think a board discussion of the role they would like the Planning Committee to fill would be helpful.

Vote or decisions to be made:

What components you want in the Feasibility Study (formal vote not necessary)

Which architects you wish to interview and from whom you want to receive cost proposals (formal vote needed)

When you want to interview them (formal vote not necessary)

What questions you wish to ask (formal vote not necessary)

Are you willing to take the Planning Committee recommendation to hire a library consultant to advise us at various steps in the process? (formal vote would be nice, if I am able to get enough information about cost by Monday)

Feasibility Study Components My Recommendations

To be provided by the architect:

Assessment of current physical condition of existing building and whether an addition is feasible

Site analysis, including soil borings

Zoning and building code considerations

Need for adequate parking for both school and library

Recommendations of other issues to be considered by the board,
pertinent to this specific building project

Building cost estimates

Construction phasing costs (if construction will interrupt library service, what are our options and what are the costs involved?)

Rough drawings, floor plans of expanded facility options

Suggested calendar for design phase through start of construction

To be provided by us (library staff/board):

Population projections

Demographic statistics

Indiana Library Comparisons

Detailed Space Needs Assessment (with review by library consultant, especially in area of staff workspaces)

Building Program (architect input desired)

Feasibility Study Proposal

A letter going to those architects we ask to give us a quote on Feasibility Study should include the following:

Architect should include:

Those items identified as Feasibility Study Components on the attached sheet

Suggested calendar for feasibility study

Cost of the study

Amount of the cost credited to architect's design phase cost, should we choose to have them design the building

Questions to ask the architects in the interview process

1. Who will we actually be working with during the feasibility study? During the design phase? During the construction phase? Will there be one person we would go to for answers? Who is that person?
2. If the interior designer's style doesn't suit us, what options do we have?
3. During the design phase, do you have a problem with our sending the mechanical specs out for peer review?
4. How would you feel about our sending out floor plan schematics for review by a library consultant? Or blueprints to a contractor for review?
5. What provisions do you have for a project manager or construction manager or clerk of the works? What role would this person play? How much time would this person spend on site? Is it included in the architect fees?
6. Can you build on a "not to exceed" price?
7. Would you come up with one rough draft floor plan at the end of the feasibility study or several plans?
8. How important do you feel community input is to the project? Do you work with our public? At what stage?
9. Do you use financial consultants to come up with cost estimates and funding recommendations? Are they included in your price or extra? (Or, since our list of feasibility study components ask that all these things be included, maybe this question is not required.)
10. Are soil borings included in your price or extra? (Or, since our list of feasibility study components ask that all these things be included, maybe this question is not required.)
11. What services do you not provide from within your firm? What company do you subcontract these services to?
12. What article about libraries have you read in the last 3 months that changed your thinking?
13. List any lawsuits naming you or your associates as defendants in the past five years.

(When we ask them questions "What do you think about....", do they answer in terms of our library, or in terms of what they have done before?)

JCPL FINANCIAL STATEMENT

January 31, 2002

	<u>Beginning 2002 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$629,140.15	\$169,385.28	\$169,385.28	\$59,951.51	\$59,951.51	\$519,706.38
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$3,572.06	\$647.69	\$647.69	\$311.38	\$311.38	\$3,235.75
DeMotte	\$479.94	\$315.34	\$315.34	\$291.38	\$291.38	\$455.98
Rensselaer	\$2,252.64	\$332.35	\$332.35	\$20.00	\$20.00	\$1,940.29
Wheatfield	\$839.48	\$0.00	\$0.00	\$0.00	\$0.00	\$839.48
Library Improvement Reserve Fund	\$47,593.91	\$0.00	\$0.00	\$41.25	\$41.25	\$47,635.16
Bond & Interest Redemption Fund	\$110,881.49	\$0.00	\$0.00	\$0.00	\$0.00	\$110,881.49
Includes Investments of:						
Capital Projects Fund	\$231,687.24	\$1,138.24	\$1,138.24	\$488.79	\$488.79	\$231,037.79
Includes Investments of:						
Post/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$4,950.55	\$4,950.55	\$4,950.55	\$4,950.55	\$0.00
FICA Tax Collected	\$0.00	\$4,468.62	\$4,468.62	\$4,468.62	\$4,468.62	\$0.00
State Tax Collected	\$1,844.37	\$1,844.37	\$1,844.37	\$1,965.80	\$1,965.80	\$1,965.80
County Tax Collected	\$507.51	\$507.51	\$507.51	\$544.05	\$544.05	\$544.05
Deferred Comp.	\$0.00	\$2,733.45	\$2,733.45	\$2,733.45	\$2,733.45	\$0.00
#125 Pre-tax Plan	\$0.00	\$116.90	\$116.90	\$3,134.88	\$3,134.88	\$3,017.98
Employee Health/Life Insur.	\$0.00	\$22.80	\$22.80	\$22.80	\$22.80	\$0.00
Employee P.E.R.F.	\$5,086.23	\$5,086.23	\$5,086.23	\$1,786.12	\$1,786.12	\$1,786.12
Credit Union	\$0.00	\$350.00	\$350.00	\$350.00	\$350.00	\$0.00
TOTAL ALL FUNDS.....	\$1,030,522.96	\$191,251.64	\$191,251.64	\$80,749.20	\$80,749.20	\$920,020.52

Bank Balances
Jasper County Public Library
Report as of: 01/31/2002

<i>Bank</i>		
1	Peoples State Bank	\$867,576.61
2	Demotte State Bank	\$4,598.75
3	Lafayette Bank & Trust-LIRF	\$47,635.16
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$920,020.52</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

INVESTMENT REGISTER

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
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CLOSED INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
01/16/2001	400037126	Rens. Bank'g Ctr	64 day	\$100,000.00	6.55%	OPER	11/13/2000	\$1,148.67	
02/13/2001	400037128	Rens. Bank'g Ctr	92 day	\$200,000.00	6.58%	OPER	11/13/2000	\$3,317.54	
				\$63,889.20		CPF		\$994.50	
				\$83,496.00		BIRF			
				\$52,614.80		OPER		\$2,117.77	
03/27/2001	400037161	Rens. Bank'g Ctr	90 day	\$200,000.00	6.31%		12/27/2000	\$3,112.27	
				\$17,880.00		OPER		\$829.46	
				\$83,496.30		BIRF			
				\$48,623.70		CPF		\$398.00	
06/07/2001	400037210	Rens. Bank'g Ctr	63 day	\$150,000.00	4.74%		04/05/2001	\$1,227.46	
06/28/2001	400037160	Rens. Bank'g Ctr	183 day	\$100,000.00	6.31%	CPF	12/27/2000	\$3,164.15	
				\$ 148,037.00		OPER	5/11/01	\$1,175.00	
				\$ 1,963.00		BIRF			
07/10/2001	002-0585926115	Fifth-Third Bank	60 day	\$ 150,000.00	4.71%				
08/10/2001	002-0585926131	Fifth-Third Bank	91 day	\$ 180,000.00	4.65%	OPER	05/11/2001	\$2,115.75	
				\$ 100,000.00		OPER		\$3,778.02	
				\$ 144,351.03		BIRF			
				\$ 55,648.97		CPF		\$860.31	
09/10/2001	002-0585926158	Fifth-Third Bank	121 day	\$ 300,000.00	4.60%		05/11/2001	\$4,638.33	

INTEREST EARNED ALL FUNDS: \$19,899.17

02/01/2002

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 01/01/2002 To 01/31/2002

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$48,776.00	\$0.00	\$48,776.00	\$3,999.66	\$3,999.66	\$44,776.34	8.2
1.12 SALARY OF ASSISTANTS	\$672,085.00	\$0.00	\$672,085.00	\$54,770.39	\$54,770.39	\$617,314.61	8.1
1.13 WAGES OF JANITORS	\$44,317.00	\$0.00	\$44,317.00	\$2,777.01	\$2,777.01	\$41,539.99	6.3
1.21 EMPLOYER'S SHARE-FICA	\$58,446.00	\$0.00	\$58,446.00	\$4,468.62	\$4,468.62	\$53,977.38	7.6
1.22 UNEMPLOYMENT COMPENSATION	\$513.00	\$0.00	\$513.00	\$226.70	\$226.70	\$286.30	44.2
1.23 EMPLOYER'S CONTRIB.- PERF	\$37,372.00	\$0.00	\$37,372.00	\$7,647.57	\$7,647.57	\$29,724.43	20.5
1.24 EMPLOYER'S CONTRIB.- INS.	\$34,848.00	\$0.00	\$34,848.00	\$86.00	\$86.00	\$34,762.00	0.2
1.31 OTHER PERSONAL SERVICES	\$750.00	\$0.00	\$750.00	\$107.25	\$107.25	\$642.75	14.3
Subtotal	\$897,107.00		\$897,107.00	\$74,083.20	\$74,083.20	\$823,023.80	8.3
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$52.09	\$52.09	\$697.91	6.9
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$1,078.29	\$1,078.29	\$5,421.71	16.6
2.21 CLEANING & SANITATION SUPPLIES	\$4,200.00	\$0.00	\$4,200.00	\$181.94	\$181.94	\$4,018.06	4.3
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$15.45	\$15.45	\$3,984.55	0.4
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.32 PAINT AND PAINTING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.0
2.41 LIBRARY SUPPLIES	\$12,615.00	\$0.00	\$12,615.00	\$523.69	\$523.69	\$12,091.31	4.2
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
Subtotal	\$30,275.00		\$30,275.00	\$1,851.46	\$1,851.46	\$28,423.54	6.1
3. Other Services and Charge							
3.12 ENGINEERING & ARCH. SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$321.50	\$321.50	\$5,678.50	5.4
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$538.36	\$538.36	\$6,461.64	7.7
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$890.00	\$890.00	\$4,110.00	17.8
3.23 MILEAGE	\$8,000.00	\$0.00	\$8,000.00	\$507.98	\$507.98	\$7,492.02	6.3
3.24 PROFESSIONAL MEETINGS	\$9,000.00	\$0.00	\$9,000.00	\$2,208.19	\$2,208.19	\$6,791.81	24.5
3.25 FREIGHT	\$3,400.00	\$0.00	\$3,400.00	\$148.66	\$148.66	\$3,251.34	4.4
3.26 NETWORKING	\$5,500.00	\$0.00	\$5,500.00	\$569.24	\$569.24	\$4,930.76	10.3
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$76.01	\$76.01	\$1,423.99	5.1
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$25.00	\$25.00	\$525.00	4.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.42 OTHER INSURANCE	\$12,500.00	\$0.00	\$12,500.00	\$1,423.00	\$1,423.00	\$11,077.00	11.4
3.51 GAS	\$36,000.00	\$0.00	\$36,000.00	\$1,875.26	\$1,875.26	\$34,124.74	5.2
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$2,425.73	\$2,425.73	\$43,574.27	5.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.53 WATER	\$950.00	\$0.00	\$950.00	\$59.85	\$59.85	\$890.15	6.3
3.54 WASTE DISPOSAL SERVICES	\$2,365.00	\$0.00	\$2,365.00	\$229.26	\$229.26	\$2,135.74	9.7
3.61 BUILDING & STRUCTURES	\$46,000.00	\$0.00	\$46,000.00	\$58,845.84	\$58,845.84	(\$12,845.84)	127.9
3.62 EQUIPMENT	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0
3.72 EQUIPMENT RENTALS	\$230.00	\$0.00	\$230.00	\$9.95	\$9.95	\$220.05	4.3
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$1,335.52	\$1,335.52	\$1,264.48	51.4
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$39.64	\$39.64	\$60.36	39.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$51,872.00	\$0.00	\$51,872.00	\$7,148.99	\$7,148.99	\$44,723.01	13.8
Subtotal	\$309,087.00		\$309,087.00	\$78,677.98	\$78,677.98	\$230,409.02	25.5
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$19,685.00	\$0.00	\$19,685.00	\$223.58	\$223.58	\$19,461.42	1.1
4.51 BOOKS	\$145,400.00	\$0.00	\$145,400.00	\$11,496.07	\$11,496.07	\$133,903.93	7.9
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$833.85	\$833.85	\$23,166.15	3.5
4.53 NONPRINTED MATERIALS	\$56,350.00	\$0.00	\$56,350.00	\$2,219.14	\$2,219.14	\$54,130.86	3.9
Subtotal	\$245,435.00		\$245,435.00	\$14,772.64	\$14,772.64	\$230,662.36	6.0
Grand Total	\$1,481,904.00	\$0.00	\$1,481,904.00	\$169,385.28	\$169,385.28	\$1,312,518.72	11.4

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Voucher List

Jasper County Public Library

Report Date: From 01/01/2002 To 01/31/2002

<i>Varrant</i> Number	<i>Claim</i> Number	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	1	PAYROLL	01/10/2002	PAYROLL	\$29,317.23
20607	2	ALIAC	01/10/2002	Deferred Compensation Plan-1/10/02	\$1,365.37
20608	3	LA-PORTER FEDERAL CREDIT	01/10/2002	Withheld from payroll 1/10/02	\$175.00
20609	4	NIPSCO	01/10/2002	Demotte Utilities;11/15- 12/17/01	\$2,504.83
20610	5	NORTHWESTERN INDIANA TE	01/10/2002	Jan.Local Telephone-Demotte	\$125.44
20611	6	OOMS BROS. DISPOSAL SER	01/10/2002	Trash Disposal 1/1-3/31/02;Demotte	\$58.30
20612	7	PLATINUM PLUS FOR BUSINE	01/10/2002	Guest Speaker Expenses, Demograph Books	\$665.00
20613	8	SPRINT	01/10/2002	Dec '01 Long Distance Telephone - D & W	\$82.82
20614	9	TOWN OF DEMOTTE	01/10/2002	Sewer Service Nov '01-Demotte	\$50.26
20615	10	TOWN OF WHEATFIELD SEW	01/10/2002	Sewer Service Jan '02-Wheatfield	\$41.05
0	11	INTERNAL REVENUE SERVIC	01/11/2002	FICA & FED Tax Withheld from Payroll 1/10/02	\$6,548.56
0	12	INDIANA DEPARTMENT OF RE	01/18/2002	State & County Taxes Withheld Dec '01	\$2,351.88
20616	13	A & S PLUMBING & HEATING	01/14/2002	Replace steel pipe, 3 valve bi-pass;Water Softener in Electrical Rm-Demotte	\$1,106.84
20617	14	A.E. BOYCE CO., INC.	01/14/2002	W-2 & 1099 forms	\$52.09
20618	15	ACE HARDWARE	01/14/2002	keys, light bulbs	\$15.45
20619	16	ALA	01/14/2002	PLA Conference;3/12- 3/16/02;Stringfellow,Weed,Tachtiris,Deardorff,Egan	\$1,575.00
20620	17	ALCO DISCOUNT STORE #290	01/14/2002	Children's Afterschool Program Supplies-Demotte	\$9.97
20621	18	ALEXANDER HAMILTON INSTI	01/14/2002	Annual Subscription Payroll Legal Alert	\$99.00
20622	19	ANTHEM BENEFIT ADMINISTR	01/14/2002	Cobra Admrstrative Fee 1/02-12/02;14 Employees	\$210.00
20623	20	AREA SHEET METAL, INC.	01/14/2002	New Boiler Installation;Preheat coil,Piping,Vent, Control Wiring-Demotte	\$39,879.00
20624	21	ARLINGTON/ROE	01/14/2002	D & O Liability Ins. For 2002	\$1,423.00
20625	22	ASI SIGN SYSTEMS	01/14/2002	Audio Books Display Sign-Ren;Restroom sign-Dem	\$146.03
20626	23	BAKER & TAYLOR	01/14/2002	Books, Continuations, AV Material	\$8,021.61
20627	24	BANKERS ADVERTISING CO.	01/14/2002	Magnets-Demotte Library	\$273.38
20628	25	BRACKEMYRE PUBLISHING	01/14/2002	2002 Indiana Media Directory-Continuation	\$89.00
20629	26	CAMPBELL PRINTING COMPA	01/14/2002	11,000-Fine Labels	\$239.14
20630	27	CHERYL WARRAN	01/14/2002	Janitorial Services @ Wheatfield	\$107.25
20631	28	CULLIGAN	01/14/2002	Water Cooler Rental-Wheatfield	\$9.95
20632	29	DEMCO	01/14/2002	Laminate, round labels & video cases for AV	\$219.39
20633	30	DIANA KOOY	01/14/2002	Mileage;migration mtg,bank deposit's,management,power point mtg., book discussion	\$69.00
20634	31	DIANE OPOLSKI	01/14/2002	Mileage-Rens. Christmas Party	\$15.18
20635	32	EBSCO PUBLISHING	01/14/2002	Novelist license;11/01/01-10/31/02	\$1,500.00
20636	33	FACTS ON FILE, INC.	01/14/2002	Books	\$462.24
20637	34	GALE GROUP	01/14/2002	Gale Directory/Pub Broadcast Media,Encyclopedia/Assn, Gift Books	\$1,360.67
20638	35	GAYLORD BROS.	01/14/2002	Turtle Floor Cushion-Rens	\$115.16
20639	36	GLENDA BROWN	01/14/2002	Schaumburg Public Library Expense;12/13/01	\$27.19
20640	37	HERITAGE OFFICE PRODUCT	01/14/2002	1460 Mita Copier Contract;11/15/01-11/29/02 Demotte	\$562.40
20641	38	HISTORIC LANDMARKS FOUN	01/14/2002	Annual Subscription 2002	\$25.00
20642	39	HP PRODUCTS CORP.	01/14/2002	M-Fold towels & TP	\$181.94
20643	40	INDIANA LIBRARY FEDERATIO	01/14/2002	2002 Institutional & Trustees Membership Dues	\$1,335.52
20644	41	INDIANA DEPT.OF WORKFOR	01/14/2002	Unemployment Compensation	\$226.70
20645	42	INDIANA UNIVERSITY PRESS	01/14/2002	Gift Fund Books	\$256.76
20646	43	INGRAM	01/14/2002	Books	\$43.26
20647	44	INSPIRATIONAL BOOK DISTRI	01/14/2002	Books	\$24.28
20648	45	JAMES D. LOWER	01/14/2002	Snow Removal 12/28/01-Wheatfield	\$20.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20649	46	JASPER COUNTY HOSPITAL	01/14/2002	Quality Water Test Demotte	\$12.00
20650	47	JILL TACHTIRIS	01/14/2002	Book Purchase for Demotte & Wheatfield	\$40.20
20651	48	JULIE FORBES	01/14/2002	Refund for 4 books returned on 12/11/01	\$39.64
20652	49	JOURNAL AND COURIER	01/14/2002	Annual Subscription 1/22/02-1/22/03;Demotte	\$197.60
20653	50	KATHRYN B. WEED	01/14/2002	Mileage;Kniman visit	\$10.35
20654	51	KONE, INC.	01/14/2002	Quarterly Maintenance Contract;1/1/02-3/31/02	\$360.00
20655	52	LANDMARK AUDIOBOOKS	01/14/2002	Audiobook Replacement tapes	\$35.00
20656	53	LISA RUSHER	01/14/2002	Mileage;AVC Users mtg, Demotte Christmas party, Schaumburg Library	\$157.32
20657	54	LYNN DAUGHERTY	01/14/2002	Book Purchase,PLA airline reservations,mileage	\$268.31
20658	55	MARTZ PLUMBING & HEATING	01/14/2002	Repairs to Lounge Water Heater -Rens	\$709.29
20659	56	POSTMASTER GENERAL	01/14/2002	Stamps;2000- .34,100- .02, 100- .03, 100- .05, 200- .50, 100-\$1.00	\$890.00
20660	57	PRECISION CONTROL SYSTE	01/14/2002	Serv. Agreement 7/01 -12/01,HVAC project,checked/replaced vents, valves, actuator repairs- Dem,repairs to air sensor,controls-Ren	\$19,323.10
20661	58	PUBLIC EMPLOYEES' RETIRE	01/14/2002	4th Qrt. 2001 Payment	\$12,733.80
20662	59	QUILL	01/14/2002	const. Paper, toner & injet cartridges, calendars,binder clips,envelopes,ruled pads, index cards,binders, paper	\$1,111.56
20663	60	RAND MCNALLY & COMPANY	01/14/2002	Continuation-Commercial Atlas 2002	\$299.87
20664	61	REBECCA GIBSON	01/14/2002	DVD's, CD's & Inkjet Cartridges	\$217.68
20665	62	RECORDED BOOKS, LLC	01/14/2002	Audiobooks	\$470.40
20666	63	REGENT BOOK CO., INC.	01/14/2002	Continuation books	\$42.95
20667	64	RENSSELAER REPUBLICAN	01/14/2002	Annual Newspaper Subscription to 1/03 R & W;Page Position Ad-Rens	\$289.26
20668	65	SECURITY COURIERS CORP.	01/14/2002	Transport between branches;11/30/01 - 12/28/01	\$1,040.63
20669	66	SHARON WIGGINS	01/14/2002	Backyard Wildlife Program Expense 1/28/02-Rens	\$31.50
20670	67	SIMPLEXGRINNELL LP	01/14/2002	Equipment Service Agreement;1/1 - 12/31/02	\$2,851.50
20671	68	SPRINT YELLOW PAGES	01/14/2002	Directory Charges-Jasper/Newton Counties	\$70.75
20672	69	THINK TANK INFORMATION S	01/14/2002	Novell Intrannerware, Module for Cisco Server	\$1,199.48
20673	70	UNIQUE MANAGEMENT SERVI	01/14/2002	December Collections	\$92.46
20674	71	WALL STREET JOURNAL	01/14/2002	Newspaper Subscription (2 yr) 2/02 - 2/04;Rens	\$299.00
20675	72	WORLD BOOK INC., SCHOOL	01/14/2002	2002 Encyclopedia's	\$799.00
0	73	PAYROLL	01/25/2002	PAYROLL	\$32,229.83
20676	74	AFLAC	01/25/2002	Supplemental Ins. Jan '02	\$132.70
20677	75	ALIAC	01/25/2002	Deferred Compensation Plan-1/25/02	\$1,368.08
20678	76	ANTHEM LIFE	01/25/2002	Life Ins. Premium-Feb '02	\$93.00
20679	77	CITY OF RENSSELAER	01/25/2002	Rens. Utilities 12/10/01-1/9/02	\$1,935.66
20680	78	DEMOTTE CHAMBER OF COM	01/25/2002	Demotte Expo Day Advertising-500 insert bags	\$25.00
20681	79	INCOLSA	01/25/2002	Management Institute Workshop-Kooy,Gibson, Stringfellow	\$600.00
20682	80	LA-PORTER FEDERAL CREDIT	01/25/2002	Withheld from Payroll 1/25/02	\$175.00
20683	81	RENS./REMINGTON CHAMBER	01/25/2002	Chamber Luncheon-2/13/02;Stringfellow	\$6.00
20684	82	SPRINT YELLOW PAGES	01/25/2002	Jasper/Newton Directory Charges	\$70.75
20685	83	SPRINT	01/25/2002	Dataline, Rens. Payphone, JAN '02 Local Service-W	\$696.60
0	84	INTERNAL REVENUE SERVIC	01/25/2002	FICA & FED Tax Withheld 1/25/02	\$7,339.23

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$191,251.64

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, February 01, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$191,251.64

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

January 31, 2002

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
INES & FEES:			\$2,751.64	\$2,751.64
DeMotte	\$1,090.70	\$1,090.70		
Rensselaer	\$1,004.03	\$1,004.03		
Wheatfield	\$656.91	\$656.91		
PHOTOCOPIES:			\$523.05	\$523.05
DeMotte	\$270.70	\$270.70		
Rensselaer	\$198.10	\$198.10		
Wheatfield	\$54.25	\$54.25		
CARDS:			\$2.00	\$2.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$2.00	\$2.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$1,796.98	\$1,796.98
Checking/Repurchase/Savings	\$1,796.98	\$1,796.98		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$54,877.84	\$54,877.84
Insurance	\$182.50	\$182.50		
Rebates/Refund	\$130.00	\$130.00		
LSTA Technology Grant	\$0.00	\$0.00		
Postage	\$0.00	\$0.00		
Reimbursements,PFEFF	\$50,845.50	\$50,845.50		
COBRA/FMLA Reimbursement	\$266.60	\$266.60		
Magazine Refunds	\$0.00	\$0.00		
Reimbursements	\$1,350.00	\$1,350.00		
Telephone refund	\$2,103.24	\$2,103.24		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$59,951.51	\$59,951.51
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$311.38	\$311.38
DeMotte	\$291.38	\$291.38		
Rensselaer	\$20.00	\$20.00		
Wheatfield	\$0.00	\$0.00		
LIBRARY IMPROVEMENT FUND:			\$41.25	\$41.25
BOND & INTEREST REDEMPTION FUND			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$488.79	\$488.79
Interest Earned	\$488.79	\$488.79		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
OST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$60,792.93	\$60,792.93

F5	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:			\$19,956.27	\$19,956.27
FIT Tax Collected	\$4,950.55	\$4,950.55		
FICA Collected	\$4,468.62	\$4,468.62		
State Tax Collected	\$1,965.80	\$1,965.80		
County Tax Collected	\$544.05	\$544.05		
Deferred Comp Plan	\$2,733.45	\$2,733.45		
#125 Pre-tax Plan	\$3,134.88	\$3,134.88		
Life/Health Insurance	\$22.80	\$22.80		
PERF	\$1,786.12	\$1,786.12		
Credit Union	\$350.00	\$350.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$80,749.20	\$80,749.20

Voucher List**Jasper County Public Library****Report Date: From 02/01/2002 To 02/11/2002**

Varrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
20686	85	ACE HARDWARE	02/11/2002	Scrub Mop	\$6.49
20687	86	AccuWeather SALES AND SER	02/11/2002	Photo Archive(1year)	\$630.00
20688	87	AMERICAN LIBRARY ASSN	02/11/2002	Marketing supplies-posters, bookmarks, totebag, notecube, t-shirt-Rens	\$77.85
20689	88	AMERICAN LIBRARY ASSOCIA	02/11/2002	2002 Membership-ALA	\$1,515.00
20690	89	AREA SHEET METAL, INC.	02/11/2002	Expansion tank replacement on boiler-D	\$505.00
20691	90	AVC CORPORATION	02/11/2002	Financial Computer Annual Service Agreement-2002	\$1,188.00
20692	91	BAKER & TAYLOR	02/11/2002	Books, Continuations, Gift Books, AV, Children's Supplies-R	\$10,181.47
20693	92	BEST BUY CO., INC.	02/11/2002	DVD's & CD-Rom's	\$244.89
20694	93	CHARLOTTE FAGEN	02/11/2002	Film Development, CD, Children's program supplies, adaptor	\$89.55
20695	94	CONSOLIDATED INCORPORA	02/11/2002	Bond-Sayler	\$100.00
20696	95	CULLIGAN	02/11/2002	cooler rental and water-W	\$49.55
20697	96	DEMCO	02/11/2002	double stitched binder tape	\$39.10
20698	97	DIANA KOOY	02/11/2002	Mileage, Counterpart expense	\$69.33
20699	98	DIANE KROS	02/11/2002	Mileage	\$14.44
20700	99	DIANE OPOLSKI	02/11/2002	Mileage- ask mtg.	\$5.84
20701	100	FACTS ON FILE, INC.	02/11/2002	Science Experiments & Career Opportunities-1/10/02-1/10/03	\$900.00
20702	101	GAYLORD BROS.	02/11/2002	Whale Floor Cushion-R	\$116.96
20703	102	GLORIA PASTUSZAK	02/11/2002	CD-Rom;Nutrition & Kids	\$24.95
20704	103	INCOLSA	02/11/2002	Inspire database fund, Discovering collection, Computers & Libraries Conf.-Evers & Maxwell	\$3,288.80
20705	104	INDIANA UNIVERSITY PRESS	02/11/2002	Gift Fund Book-Terrorist Trap;Ren	\$25.03
20706	105	INGRAM	02/11/2002	Books	\$27.37
20707	106	INSPIRATIONAL BOOK DISTRI	02/11/2002	Books	\$21.58
20708	107	JENNIFER L. EVERS	02/11/2002	Mileage, Schaumburg Library expense	\$73.87
20709	108	KATHRYN B. WEED	02/11/2002	Mileage-Spanish Outreach	\$10.95
20710	109	LAFAYETTE BANK AND TRUS	02/11/2002	Safe Deposit Box Rental Fee	\$32.00
20711	110	LIBRARY VIDEO COMPANY	02/11/2002	Video's	\$609.95
20712	111	MARSHALL CAVENDISH CORP	02/11/2002	Books	\$1,356.64
20713	112	HIGHSMITH CO. INC.	02/11/2002	Book pockets, posters & bookmarks	\$257.95
20714	113	MOOLENAAR SUPREME.LAW	02/11/2002	2002-Lawn Applications with Grub control-D & R	\$584.00
20715	114	ON CUE #6106	02/11/2002	Continuations-Old Farmers Almanac, Video	\$33.14
20716	115	PATTY STRINGFELLOW	02/11/2002	Mileage;Schaumburg Library, counterparts mtgs., mgmt. mtg., expense programming cntrprts.	\$159.25
20717	116	PLATINUM PLUS FOR BUSINE	02/11/2002	Lib. of Congress Catalog, Airfares PLA;Tachtiris,Deardorff, Stringfellow,Weed-Airfares Comp. In Libraries;Maxwell, Evers	\$1,965.42
20718	117	LYNN DAUGHERTY	02/11/2002	Mileage-Director's & Board mtgs., library visits-expense's;library visits	\$179.61
20719	118	PRECISION CONTROL SYSTE	02/11/2002	Qrtly. Maintenance-Jan-Mar 2002,Boiler, pumps, air handler checked-blown diaphragm tank-Dem	\$1,530.00
20720	119	QUILL	02/11/2002	labels, inkjet cartridges & ribbons, const. Paper, envelopes, binder clips,laminate,report covers	\$442.30
20721	120	RECORDED BOOKS, LLC	02/11/2002	Audiobooks	\$495.20
20722	121	RELIABLE CORPORATION	02/11/2002	Copy paper	\$200.48
20723	122	RUSSELL R. SESSIONS	02/11/2002	Salt, snow removal & sidewalks-Dem	\$530.00
20724	123	SECURITY COURIERS CORP.	02/11/2002	Transport Service between branches;1/4 -1/25/02	\$863.57
20725	124	STANLEY STEEMER	02/11/2002	Carpet Cleaning-mtg room-Wheatfield	\$132.64

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20726	125	TIMESTEP PLAYERS	02/11/2002	Summer Reading Program deposit; Dem-6/25/02, R & W-7/3/02	\$195.00
20727	126	TYSEN'S COUNTRY GROCER	02/11/2002	glass cleaner, bowl cleaner, freshener, pledge, lysol	\$154.57
20728	127	VIKING OFFICE PRODUCTS	02/11/2002	Envelopes, scissors, toner, returned ink cartridges	\$169.50
20729	128	WAL-MART COMMUNITY BRC	02/11/2002	children's supplies-R, video's, DVD's	\$734.14
20730	129	WORLD BOOK INC., SCHOOL	02/11/2002	2002 Encyclopedia	\$799.00
Total Amount of Claims					\$30,630.38

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, February 05, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$30,630.38

Date this 11 day of February, 20 02.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

February 11, 2002

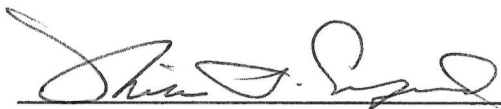
Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library for 2001, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations in the 2001 budget now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

	Added Amount Appropriated		Amount Reduced
3.26 Networking	\$7,676.14	3.94 Transfer to LIRF	\$ 7,676.14
TOTAL Added	\$ 7,676.14	TOTAL Reduced	\$ 7,676.14



Mari Anne Sayler

Catherine Egan



Timothy M. Schueler

Mark Heining III

MAR.

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Monday, March 11, 2001 7:00 PM
Rensselaer Library**

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of February meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Salary ordinance revisions (R 7)
- D. Policy review (R 9 - R 11)

General Business

- A. DeMotte improvement expenses (R 24)
- B. Capital Projects Fund Plan (R 13- R 19, R21-R22)

Action

Action

Director's Report (R 23-R 24)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes February 11, 2002
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Anne-Marie Egan, Mike Crawford, Sue Deardorff, Mark Heinig, , Mari Anne Saylor, Tim Schultz, Lynn Daugherty, Gail Jung, Patty Stringfellow, Jackie Saxon.

Agenda/Consent Agenda: On a motion by M. Crawford, seconded by M. Saylor, the Consent Agenda and Agenda items including January Minutes, Board of Finance Minutes, Financial Reports, Salary Ordinance Update, Indiana Deferred Comp resolution, and policies were approved unanimously. Policy approvals were for the Board Bylaws, Circulating CD-Rom Policy, Board/Staff Privilege Policy, Fax Policy and Library Mission/Values Role as written plus revisions to Circulation Policy and typos corrected in FMLA policy.

Annual Rensselaer Library Reports:

- ◆ One of the main focuses for 2001 was to develop Marketing strategies through radio programs, press releases, purchasing book display units, participation in community events, distribution of fund-raising brochures, and creating a PowerPoint presentation for speaking engagements. These goals have been accomplished.
- ◆ Outreach services included personal invitations to new St. Joe College students to get library cards, grade school visits, and library tours (Opac instruction, new cards) for students K-8. Invited Brandt Hershman to Legislative Day, asking for his support for INSPIRE, taking reading materials to English/Spanish Language classes for checking out, and donating paperback books to the county jail.
- ◆ Our most popular programs were the Antique Appraisal Seminar, which we will be repeating in 2002 by popular demand; Fall Festival sponsored by Friends Group; Senior Internet class taught by Bill Bertram; and the Free Tax Preparation service for persons with no more than \$30,000 gross income by B. Bertram, AARP & IRS Certified. We had two author visits also which drew a large audience.
- ◆ Intensive staff training on the TLC system; in-house training will be provided in 2002 by co-workers sharing their expertise with other staff; increased clerk hours to compensate for J. Saxon's reduction in hours and to allow L. Davis to work more hours in the Business Office. 49 volunteers provided us with 556 man-hours, saving us nearly \$3000 and allowing us to offer more services to patrons.
- ◆ Collection development included eliminating most of our vertical file materials, thanks to the computer age. Books on Tape and CD collection are now in a more visible area and continue to increase and grow in popularity. Databases have expanded to a total of 15 covering many areas of interest; all but two can be accessed remotely from home or office. The Indiana State Museum provided insight into the value and preferred preservation methods for the Milroy Collection. They also provided a wealth of information to guide us in the digitization of this collection. A \$500 literacy grant

from Wal-Mart Foundation will be spent on a Spanish-language newspaper, magazines, etc.

- ♦ We also met our objectives of increased circulation for 2001 and a small but positive growth in membership in Friends Group.

For 2002 we will plant about 5 replacement trees (\$175 ea.) this spring, advertising for donations. Partnering with the Prairie Arts Council we will present a Johnny Appleseed Program at the library. Digitization of the Milroy Collection is expected to progress toward our goal. Other goals include promoting the business collection, and commemorating the 10th anniversary of the library with a community birthday party. The board's opinion will be asked concerning a possible gift of artwork to the library in celebration.

Youth Services Report @ Rensselaer: Besides the usual toddler time and storytime sessions, we offered evening and Saturday Storyhours. We took our services to the After-School Programs and have had excellent reception. Summer Reading Program increased again in numbers especially at the 4th grade level. With the support of the Middle School Librarian we received 400 responses to a middle school survey and attracted more YA kids than ever before. We held 5 ya programs during the year with an average of 12 participants. Surveys indicated that the students are not completely aware of the services and materials we have to offer. We are now encouraging them to *check us out* - we have something for you too.

Our 2002 goals include visiting the middle school for book talks, multi-age programs, Drop-in craft times (2-5yr w/parent or adult), and family fun night.

The board commented that it is amazing that staff is able to do more and more each year, thanks both to a great staff and volunteer help.

Internet Filtering: The CIPA law requires the library to filter all computers by July 1st or be ineligible for USF discounts on internal connections. S. Deardorff moved, seconded by M. Crawford, to purchase filtering software. After discussing our own parental permission requirements for children to use the Internet, weighing our 'less than optimum' options of imperfect software blocking programs, costs of filtering, staff maintenance time, loss of \$9900 in USF discounts, and intellectual freedom rights, the board determined not to filter at this time. Motion failed 0-7.

Architect Selection: After viewing a PowerPoint presentation of libraries built by three architects the board wished to consider, M. Heinig moved to interview InterDesign, Troyer, and Design Collaborative. M. Crawford seconded the motion. Motion passed. The board requested the architects to provide costs for the Feasibility Study Components as outlined on R15, plus answer several questions with their proposal:

- 1) What are the important issues or considerations and challenges of this project?

- 2) Provide one or more 'rough draft' floor plans at end of feasibility study
- 3) How do you handle change orders-who pays?
- 4) List any lawsuits naming you or your associates as defendants in past 5 years.

Dates for interviews by the board are April 2, 6:00 and 7:30 PM, and on April 8 at 6:00 PM with the regular board meeting afterwards on the 8th at DeMotte Library. Interviews will be taped and relayed to board members unable to attend. The media will be notified of these meetings.

Planning Consultant: M. Crawford moved, seconded by M. Heinig, that the Planning Committee be allowed to hire a library consultant to review building plans for the library at various stages as needed. Motion passed.

Transfer of Appropriations (2001): Some funds (\$7617.14) intended to be transferred from 3.94 (Transfer to LIRF) were instead disbursed from 3.94 during 2001. Corrections were made to disburse from the correct appropriations resulting in a negative balance in 3.26. S. Deardorff moved, seconded by M. Crawford, to transfer the funds from 3.94 to 3.26 as required. Motion passed.

ILF Annual Conference: Board requests for reservations are to be received by March 20 in the Business Office for the conference slated for April 29-May 1, 2002 in Indy.

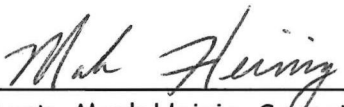
Director's Report: Wireless communication through Midway Electronics is not meeting our needs. The System Administrator is investigating cost of a dedicated Internet line between Rens. and DeMotte through NetNitco that is faster than a 256k connection. We would incur the total cost of this line since it would not qualify for USF discount. Costs could be double or more of what we presently pay Midway Electronics; however, service is paramount to cost.

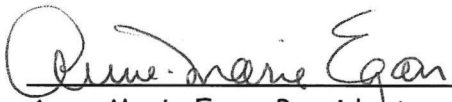
This is the year we ask for quotes for our commercial building insurance. Specs are being prepared with the assistance of an insurance consultant at a cost of \$600 max. Quotes will be solicited by end of the week.

A request to use the DeMotte meeting rooms as a polling place during elections was approved by the Board.

Stagnant state funding for INSPIRE has limited the number of free databases offered to the public. Each database offered represents money saved by each library in the state which might otherwise purchase the database on an individual basis. JCPL has therefore pledged \$500 each in 2002 and 2003 toward an INCOLSA fund to purchase additional databases for the INSPIRE website.

With no further business, the meeting was adjourned on a motion by S. Deardorff, seconded by M. Crawford at 9:55 PM.


Attest: Mark Heinig, Secretary


Anne-Marie Egan, President

February 2002

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.
126	45	1,803	44	0	2,002	37	0	822	4,627
97	128	1,707	72	15	1,363	29	13	613	3,683
17	18	2,704	35	2	2,065	7	0	947	5,716
5	5	922	10	1	836	2	0	387	2,145
0	0	180	4	0	263	1	0	92	535
1	0	46	1	0	78	0	0	42	166
		800			304			165	1,269
		147			12			18	177
		0			23			2	25
		223			409			155	787
14	1	458	37	0	641	17	0	280	1,379
7	0	117	7	0	94	0	0	30	241
					0			0	0
7	2	178	2	0	137	2	0	98	413
0	0	39	0	0	7	0	0	0	46
11	3	1,453	33	0	2,163	30	0	843	4,459
		5			0			0	5
285	202	10,782	245	18	10,397	125	13	4,494	25,673

WHEATFIELD

30,701

4.6%

% change

-0,5%

6.1%

$$\pi$$

$$\omega$$

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
12,883	12,964	12,139	12,183	8,070	8,107 Fiction
15,203	15,172	21,532	21,589	8,137	8,153 Nonfiction
					CHILDREN'S BKS
10,836	10,835	12,699	12,732	6,483	6,490 Fiction
7,887	7,887	8,297	8,306	3,889	3,891 Nonfiction
					YA BOOKS
1,875	1,875	2,357	2,361	1,394	1,395 Fiction
573	574	489	490	137	137 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
					Internet Use
1,124	1,137	1,798	1,835	1,224	1,241 Sound Rec/Adult
299	306	377	384	276	276 Sound Rec/Child
25	25	16	16	1	1 Online Databases
147	152	204	206	127	129 Software
					Vertical Files
1,385	1,393	2,290	2,323	849	879 VHS/DVD
2	2	2	2	2	2 Equipment
52,239	52,322	62,340	62,567	30,589	30,701 TOTAL
XX					

CIRCULATION BY HOLDINGS CODE
February 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	1		1	2
Award Winner JE (DAJE)	11			11
Award Winner JFIC (DAJFIC)	15	1		16
Award Winner JNF (DAJNF)	2			2
Award Winner JPFIC (DAJBPF)				0
Award Winner YAFIC (DAYAF)	12			12
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	93	6	1	100
Books on CD (DBKCD)	32		2	34
Books on Tape (DBKT)	85	6	4	95
Compact Disc (DCD)	307	18	4	329
DVD	255	3		258
Equipment (DEQP)	5			5
See librarian (DERR)				0
Express Book (DEXP)	37			37
Fiction (DFIC)	1388	50	19	1457
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	223			223
Juv. Biography (DJBIO)	100		3	103
Juv. Book on CD (DJBKCD)	2			2
Juv. Book on Tape (DJBKT)	82			82
Juv. Compact Disc (DJCD)	18			18
Juvenile Easy (DJE)	1602	4	1	1607
Juv. Easy Reader (DJER)	496		1	497
Juv. Fiction (DJFIC)	275	6	4	285
Juv. Holiday books (DJHOL)	1			1
Juv. Magazine (DJMAG)	136			136
Juv. Music Cassette (DJMC)	11			11
Juv. Nonfiction (DJNF)	761	4	3	768
Juv. Nonfic Text Bk (DJNFTB)	2			2
Juv. Paperback fic (DJPBF)	256	3	5	264
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	64	1		65
Large Print Nonfic (DLPNF)	12			12
Magazine (DMAG)	795	2		797
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1437	45	4	1486
Nonfiction VHS (DNFVHS)	101	1	3	105
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	25	2		27
Parent Shelf Ref (DPREF)				0
Reference (DREF)	1			1
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)	4			4
Spanish Collection (DSPA)	6	1		7

Software (DSWAR)	176		2	178
Vertical File (DVF)	17	1		18
VHS	1068	8		1076
YA Biography (DYAB)	8	1		9
YA Books on Tape (DYABKT)	1			1
YA Fiction (DYAF)	60	4		64
YA Nonfiction (DYANF)	35	1		36
YA Paperback Fic (DYAPBF)	96	7	2	105
Award Winner JBIO (RAJBIO)		7		7
Award Winner JE (RAJE)		1		1
Award Winner JFIC (RAJFIC)		5		5
Award Winner JNF (RAJNF)		2		2
Award Winner JPFIC (RAJPBF)		3		3
Award Winner YAFIC (RAYAF)		4		4
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	5	65	2	72
Books on CD (RBKCD)	2	28	1	31
Books on Tape (RBKT)	3	193	3	199
Compact Disc (RCD)	12	341		353
DVD		431		431
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		116		116
Fiction (RFIC)	47	1345	15	1407
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		3		3
Internet (RINTER)		409		409
Juv. Biography (RJBIO)	3	41	10	54
Juv. Book on CD (RJBKCD)				0
Juv. Book on Tape (RJBKT)	3	75		78
Juv. Compact Disc (RJCD)		14		14
Juvenile Easy (RJE)	16	1144	3	1163
Juv. Easy Reader (RJER)	6	176	2	184
Juv. Fiction (RJFIC)	3	391	2	396
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		12		12
Juv. Music Cassette (RJMC)		3		3
Juv. Nonfiction (RJNF)	13	766	4	783
Juv. Nonfic Text Bk (RJNFT)				0
Juv. Paperback fic (RJPBF)	3	323	1	327
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)		72	1	73
Large Print Nonfic (RLPNF)		1		1
Magazine (RMAG)	3	302		305
Music Cassette (RMCAS)		2		2
Nonfiction (RNFIC)	44	1105	13	1162
Nonfiction VHS (RNFVHS)	3	99	3	105
Professional Coll. (RPRO)	1			1
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		4	1	5
Parent Shelf Ref (PREF)				0

Reference (REF)		1		1
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	2	43		45
Software (RSWAR)	1	130		131
Vertical File (RVF)	5	6		11
VHS	20	1613	7	1640
YA Biography (RYAB)		7		7
YA Books on Tape (RYABKT)		13	1	14
YA Fiction (RYAF)	2	96		98
YA Nonfiction (RYANF)		69	1	70
YA Paperback Fic (RYAPBF)	2	145		147
Award Winner JBIO (WAJBIO)			4	4
Award Winner JE (WAJE)			4	4
Award Winner JFIC (WAJFIC)				0
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WYAYPBF)				0
Biography (WBIO)	5	1	44	50
Books on CD (WBKCD)	1		7	8
Books on Tape (WBKT)	8	6	82	96
Compact Disc (WCD)	7	8	175	190
DVD	2		127	129
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)				0
Fiction (WFIC)	42	32	626	700
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			155	155
Juv. Biography (WJBIO)	2		59	61
Juv. Book on CD (WJBKCD)				0
Juv. Book on Tape (WJBKT)	1	2	24	27
Juv. Compact Disc (WJCD)			3	3
Juvenile Easy (WJE)	7	3	495	505
Juv. Easy Reader (WJER)			187	187
Juv. Fiction (WJFIC)	8	5	143	156
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)	11		18	29
Juv. Music Cassette (WJMC)			3	3
Juv. Nonfiction (WJNF)	12	10	302	324
Juv. Nonfic Text Bk (WJNFTB)				0
Juv. Paperback fic (WJPBF)	6		99	105
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)		1	13	14
Large Print Nonfic (WLPNF)			6	6
Magazine (WMAG)	2		165	167
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	42	28	515	585
Nonfiction VHS (WNFVHS)		1	37	38

Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			4	4
Software (WSWAR)	1	7	96	104
Vertical File (WVF)				0
VHS	4	7	666	677
YA Biography (WYAB)			8	8
YA Books on Tape (WYABKT)		1	1	2
YA Fiction (WYAF)	3		44	47
YA Nonfiction (WYANF)	3		33	36
YA Paperback Fic (WYAPBF)	5	7	46	58
TOTAL	10485	9900	4320	24705

CIRCULATION BY HOLDINGS CODE
February 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	1	7	5	13
Award Winner JE (AJE)	11	1	4	16
Award Winner JFIC (AJF)	15	6	0	21
Award Winner JNF (AJNF)	2	2	0	4
Award Winner JPFIC (AJPF)	0	3	0	3
Award Winner YAFIC (AYAF)	12	4	0	16
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	103	72	47	222
Books on CD (BKCD)	35	28	10	73
Books on Tape (BKT)	96	218	89	403
Compact Disc (CD)	326	367	179	872
DVD	257	434	127	818
Equipment (EQP)	5	0	0	5
See librarian (ERR)	0	0	0	0
Express Book (EXP)	37	116	0	153
Fiction (FIC)	1477	1427	660	3564
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	3	0	3
Internet (INTR)	223	409	155	787
Juv. Biography (JBIO)	105	41	72	218
Juv. Book on CD (JBKD)	2	0	0	2
Juv. Book on Tape (JBKT)	86	77	24	187
Juv. Compact Disc (JCD)	18	14	3	35
Juvenile Easy (JE)	1625	1151	499	3275
Juv. Easy Reader (JER)	502	176	190	868
Juv. Fiction (JFIC)	286	402	149	837
Juv. Holiday (JHOL)	1	0	0	1
Juv. Magazine (JMAG)	147	12	18	177
Juv. Music Cassette (JMC)	11	3	3	17
Juv. Nonfiction (JNF)	786	780	309	1875
Juv. Nonfic Text Bk (JNFT)	2	0	0	2
Juv. Paperback fic (JPBF)	265	326	105	696
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	64	74	14	152
Large Print Nonfic (LPNF)	12	1	6	19
Magazine (MAG)	800	304	165	1269
Music Cassette (MCAS)	0	2	0	2
Nonfiction (NFIC)	1523	1178	532	3233
Nonfiction VHS (NFVH)	104	101	43	248
Professional Coll. (PROF)	1	0	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	25	6	1	32
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	60	68	24	152
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0

Spanish Collection (SPA)	8	44	4	56
Software (SWAR)	178	137	98	413
Vertical File (VF)	39	7	0	46
VHS	1092	1628	673	3393
YA Biography (YAB)	8	8	8	24
YA Books on Tape (YABKT)	1	14	2	17
YA Fiction (YAF)	65	100	44	209
YA Nonfiction (YANF)	38	70	34	142
YA Paperback Fic (YAPBF)	103	159	48	310
				0
Free reads	225	385	148	758
Puzzles		20	2	22
Talking books		12		12
Assignment Shelf Books				0
TOTAL	10782	10397	4494	25673

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1803	2002	822	4627
Nonfiction	1707	1363	613	3683
CHILDREN'S BOOKS				
Fiction	2704	2065	947	5716
Nonfiction	922	836	387	2145
YA BOOKS				
Fiction	180	263	92	535
Nonfiction	46	78	42	166
Magazines, Adult	800	304	165	1269
Magazines, Children	147	12	18	177
Games, Toys	0	23	2	25
Internet use	223	409	155	787
Sound Recordings, adult	458	641	280	1276
Sound Recordings, ch	117	94	30	241
Online databases	0	0	0	0
Software	178	137	98	413
Vertical file	39	7	0	46
VHS/DVD	1453	2163	843	4459
Equipment	5	0	0	5
Total	10782	10397	4494	25673

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

February 2002

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	123	27	145	31	158	34	426	92
LOCAL HISTORY								
In person	5	1	15	4		0	20	6
Letters written		0	13	13		0	13	13
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	32	3	37	3	13	1	82	7
VCR Use	2	0	1	0	2	0	5	1
Microforms	4	1	21	3		0	25	3
CD ROM/Online databases	171	14	155	13	53	4	379	32
Typewriter use	3	0		0	2	0	5	0
Other equipment used		0	3	1		0	3	1
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	46	31		0	47	31
Notarized documents	10	3		0	4	1	14	4
Meeting Room Use (no. of grou	61	20	27	9	31	10	119	40
Study room use	32	3	17	1	2	0	51	4
INTERLIBRARY LOANS								
Requests made for:	78	20	71	18	29	7	178	45
Items rec'd for:	59	30	67	34	24	12	150	75
Items requested by other librari	3		2		1		6	
Items supplied to other librarie	3	2	2	1	1	1	6	3

REGISTRATIONS

Total Borrowers	7825	8036	3217	19078
Non-resident, paying	10	24	0	34
PLAC card users	0	2	0	2
Reciprocal borrowers	449	279	25	753

PROGRAMS

Programs for all ages	1	6	0	1	6	2	12	
Children's Programs (0-13)	28	168	14	84	4	24	46	276
Number attending	486		165		71		722	
YA Programs (14-17)	2	12	0	1	6	3	18	
Number attending	46		6		52			
Adult Programs	6	36	9	54	1	6	16	96
Number attending	169		74		18		261	
Senior Citizen Programs		0	6	36		0	6	36
Number attending	13		28		5		46	
Total Number of Programs	37	222	29	174	7	42	73	438
Total Persons Attending	714		273		94		1081	
Attending Same Mo. Last Yr.	703		383		190		1276	
Total Staff Hours Spent		345		336		113		794
Hrs Spent Same Mo. last year		279		280		133		692

CIRCULATION BY PATRON CODE

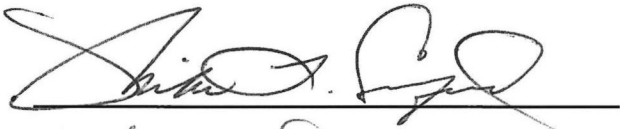
	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
PATRONS	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7824	72.9%	7126	69.1%	3424	76.6%	18374	72.0%
Corporate	54	0.5%	107	1.0%	9	0.2%	170	0.7%
Juvenile 0-11	1536	14.3%	1322	12.8%	477	10.7%	3335	13.1%
Nonresident No Fee	121	1.1%	249	2.4%	195	4.4%	565	2.2%
Nonresident Fee		0.0%		0.0%		0.0%	0	0.0%
Reciprocal	357	3.3%	250	2.4%	10	0.2%	617	2.4%
School	10	0.1%	34	0.3%		0.0%	44	0.2%
St. Joseph College		0.0%	108	1.0%		0.0%	108	0.4%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	475	4.4%	688	6.7%	182	4.1%	1345	5.3%
YA 12-17	355	3.3%	434	4.2%	173	3.9%	962	3.8%
Total	10732		10318		4470		25520	
Items borrowed by nonresidents	488	4.5%	641	6.2%	205	4.6%	1334	5.2%

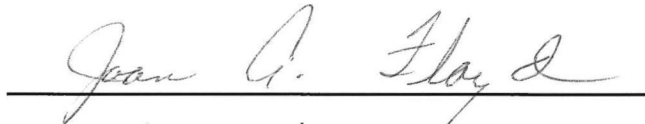
Salary Ordinance 2002

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date	Raise Date(s)	Step
Edgman, Matthew S.	Page	5.75/5.85/5.95	11	D	8/13/01	4/1,7/1	1a,b,c
Hall, Melissa S.	Page	6.05	12	D	8/21/00		2
Wynkoop, Dana	Page	\$6.05	12	D	8/7/00		3

The three pages previously worked 10 hours per week. As of January 1, 2002, their hours were increased to the hours noted above, to allow coverage of the new Tuesday evening hours.

We have examined and approved the changes in the salary ordinance. Dated March 11, 2002.

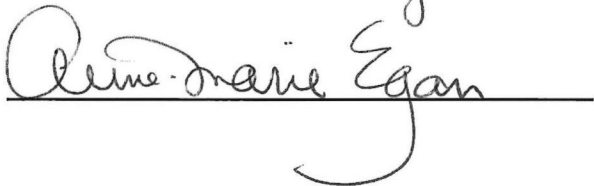












MEMORANDUM

Board Ethics, Public Purchase, Walking Books and Fixed Asset Inventory Policies

Summary: The Policy Committee recommends no changes in the Board Ethics Policy or the Public Purchase Policy. They recommend one minor change in the Walking Book Policy (see R 10). They recommend adding a brief Fixed Asset Inventory Policy.

Discussion:

The Walking Book Policy indicates we serve "Jasper County residents". Because we do not serve Carpenter Township, that sentence is inaccurate. The change noted on R 10 is recommended.

Fixed Asset Policy: Several years ago the board approved entering into our Fixed Asset Inventory only those purchases that cost at least \$500. In recent years, we have been entering into the Fixed Asset Inventory anything that cost \$200 or more in order to keep a closer watch on our possessions.

The library was audited last month. The auditor suggested that if we are entering items costing \$200 or more, we should change our policy to conform to practice.

Since we don't presently have a Policy in our Policy Manual concerning fixed assets, the Policy Committee recommends that you add one, and that the minimum cost of items entered be \$200. (See R 11)

Vote: To approve the Public Purchase and Board Ethics Policies as written, to approve the Walking Books Policy as amended on R 10 and to approve a new Fixed Asset Inventory Policy as written on R 11.

Walking Books Policy

1. Walking books are available to residents of the Jasper County Public Library service district who are homebound, either on a permanent or temporary basis.
2. Books, magazines, audiocassettes, and cd's will circulate for 6 weeks, with one renewal of three weeks when necessary. Videocassettes check out for one week, with no renewals.
3. Patrons are not charged fines
4. Staff members are reimbursed for gas when delivering or picking up materials from patrons outside the city limits.

4/98; revised 3/00; draft 3/02

Fixed Asset Inventory Policy

Capital purchases (furniture, equipment, books, periodicals and software and improvements to building and grounds) of \$200 or more will be added to the Fixed Asset Inventory.

Draft 3/02

Jasper County Public Library Library Capital Projects Fund 2003-2005

I. The Library District

Jasper County Public Library serves all of Jasper County except for Carpenter Township and Remington, with the headquarters library in Rensselaer (208 W. Susan), and branches in DeMotte and Wheatfield.

A seven-member board of trustees governs the library. Mark Heinig III and Timothy Schultz are appointed by the County Council, Joan Floyd and Sue Deardorff by the County Commissioners, Anne-Marie Egan and Mari Anne Sayler by the Rensselaer Central School Board and Michael Crawford is appointed jointly by the Kankakee Valley School Board and West Central School Board. All terms have staggered expiration dates. The library employs 45 persons (the equivalent of 31.3 full-time staff) to work the combined 170 hours the three libraries are open each week.

Current Annual Budget (2002)

<u>Fund</u>	<u>Approved Budget</u>	<u>Tax Levy</u>	<u>Tax Rate</u>
Operating	\$1,481,904	\$731,993	0.0634
Debt Service	\$437,745	\$381,006	0.0330
Library Improvement Reserve	\$70,000	0	0
Library Capital Projects	\$30,000	\$153,557	0.0133

II. Facilities

The DeMotte (901 Birch St. S.W.) and Rensselaer (208 W. Susan) libraries, built in 1992, are approximately 17,000 square feet each. Estimated current value of the Rensselaer library is \$2,312,704. Estimated current value of the DeMotte Library is \$1,912,971 (includes building, contents, outside structures).

The Wheatfield Library (170 S. Grace), built in 1986, is approximately 6,000 square feet. Estimated current value is \$945,574 (building, contents, outside structures).

All three buildings are in basically good condition. The Wheatfield Library, however, has become overcrowded. The library is experiencing space shortages in shelving, in space for public computer workstations and study tables, in meeting room space, and in staff workspace.

The library district does not own any real estate other than described above.

III. Library Service Area

The library service area is 506 square miles with a population of 27,947. The annual report submitted January 2002 reported 18,012 resident registered borrowers and 761 non-resident registered borrowers.

Library use: The number of persons entering each library during an average *week* was 1,293 at DeMotte, 2,844 at Rensselaer, and 557 at Wheatfield.

Patron assistance: Patrons often need help finding the book or information they need. Staff handles about 147 requests for assistance per week at DeMotte, 127 at Rensselaer, and 81 at Wheatfield.

Hours: Wheatfield is open 50.5 hours per week, including one evening and Saturdays. DeMotte is open 58 hours per week, including three evenings and Saturdays (the third evening added in 2002). Rensselaer is open 60 hours per week, including four evenings and Saturdays.

Materials collection:

Type of Material	DeMotte	Rensselaer	Wheatfield
Books	46,809	54,667	26,579
Videos & DVDs	1,385	2,290	849
Audiocassettes & CDs	1,423	2,175	1,500
Software & CD-ROMs	147	204	127

Periodicals/Newspaper Subscriptions owned by JCPL: 655.

The Library does not limit patrons to use of their own agency's collections; it shares material freely among the three locations via daily courier service. It also borrows over 1,700 items per year from other libraries through interlibrary loan.

Circulation: Total circulation for 2001 was **292,458 items**, an 8% increase over the previous year. This included 104,686 children's items.

Public programming: The libraries offer a varied selection of programs for persons of all ages. In 2001, DeMotte offered 261 children's programs, 35 young adult programs, and 58 programs for adults, with a total attendance of 7,404. Rensselaer offered 223 children's programs, 9 young adult programs, and 183 programs for adults, with a total attendance of 6,648. Wheatfield offered 96 children's programs and 31 adult programs, with a total attendance of 2,116.

Technology:

An automated library system provides for the cataloging of materials, circulation functions, record-keeping and an online patron access catalog. A new system with upgraded capabilities was purchased and installed in 2001.

The Library uses fax machines to move information quickly among the branches and to and from other libraries. It offers satellite programming to the community through a tunable satellite dish.

The Library has a home page on the World Wide Web (www.jasperco.lib.in.us) with links guiding Internet users working in the library or in their homes or offices to useful websites. All staff computers and 41 public workstations now have Internet access. In addition, a wide-area network allows patrons at all three libraries to access valuable cd-rom and online databases and allows staff to share files with each other. DeMotte and Rensselaer each have four public cd-rom/online database workstations, Wheatfield has two. Most of the online databases leased by the library are also available to patrons from their home or office computers.

Each library provides PCs for patron word processing and spreadsheet needs. Rensselaer has two, Wheatfield has two, and DeMotte has one. Both Rensselaer and DeMotte have a PC that patrons can use to access CD-ROM databases and Internet sites specifically related to Genealogy.

IV. Anticipated Capital Projects Fund Resources

1. Sources and amounts of anticipated income

	2003	2004	2005
Property Taxes	\$170,000	\$185,000	\$200,000
Auto Excise	\$22,050	\$24,700	\$27,847
Financial Institutions Tax	\$375	\$400	\$465
CVET	\$2,800	\$3,200	\$3,900
Other Revenue (Interest)	\$18,000	\$24,000	\$28,000
TOTAL	\$213,225	\$237,300	\$260,212

2. Amount of revenue to be retained for expenditures proposed for future year.

2003	\$ 123,225 plus amount retained from previous year = \$517,709
2004	\$ 103,880 plus amount retained from previous year = \$103,880
2005	\$ 0 plus amount retained from previous years = \$0

3. Projected assessed valuation of the library district

2003	2004	2005
\$1,250,000,000	\$1,365,000,000	\$1,475,000,000

?4. Projected tax rates and levies for the Capital Projects Fund based on the above assessed valuations.

	2003	2004	2005
Proposed property tax rate	\$0.0133	\$0.0133	\$0.0133
Proposed levy	\$170,000	\$185,000	\$200,000

V. Proposed Use of the Capital Projects Fund

I.C. 20-14-13-4(b)(1) states that the Library Capital Projects Fund may be used to pay for planned construction, repair, replacement, remodeling or lease of existing real estate. It may be used to pay for site acquisition and development. I.C. 20-14-13-4(c) states that it may be used to pay for purchase, lease, or repair of equipment to be used by the library district. I.C. 20-14-13-4(d) states that it may be used to pay for the purchase, lease, upgrading, maintenance, or repair of computer hardware or software.

BUDGET YEAR: 2003

Location: System-wide

An appropriation of \$30,000 will be made for purchase, maintenance and upgrading of computer hardware and software, including network and automated systems hardware and software.

Location: Wheatfield Library

An appropriation of \$60,000 will be made for architect's fees in conjunction with planning for the expansion of the Wheatfield Library.

Allocation for Future Projects:

Location: Wheatfield Library

The sum of \$ 123,225 set aside for the expansion of the Wheatfield Library.

BUDGET YEAR: 2004

Location: System-wide

An appropriation of \$30,000 will be made for purchase, maintenance and upgrading of computer hardware and software, including network and automated systems hardware and software.

Location: Wheatfield Library

An appropriation of \$621,129 will be made for construction and furnishings for the Wheatfield Library expansion, to start in 2004 and be completed in 2005.

Allocation for Future Projects:

Location: Wheatfield Library

The sum of \$103,880 will be set aside for remaining construction costs for the Wheatfield Library.

BUDGET YEAR: 2005**Location: System-wide**

An appropriation of \$45,000 will be made for purchase, maintenance and upgrading of computer hardware and software, including needs of the newly expanded Wheatfield library and network and automated systems hardware and software.

Location: Wheatfield Library

An appropriation of \$319,092 will be made for remaining construction costs for the Wheatfield Library.

Summary of Proposed Expenditures
And
Allocation to Future Projects
By Plan Year:

	<u>2003</u>	<u>2004</u>	<u>2005</u>
Planned construction, repair, replacement or remodeling	\$60,000	\$621,129	\$319,092
Upgrades, repair and maintenance Of computer hardware and software	\$30,000	\$30,000	\$45,000
<u>Subtotal Proposed Expenditures:</u>	\$90,000	\$651,129	\$364,092
Allocation for Future Projects	\$517,709*	\$103,880*	\$0
<u>Total Expenditures and Allocations:</u>	\$607,709*	\$755,009*	\$364,092

* Includes capital project funds set aside for allocation for future projects from previous year(s) which have not yet been spent.

LIBRARY CAPITAL PROJECTS FUND PLAN SUMMARY
Jasper County Public Library

EXPENDITURES:	2003	2004	2005
(1) Planned construction, repair, replacement or remodeling	\$60,000	\$621,129	\$319,092
(2) Acquisition of real property	-0-	-0-	-0-
(3) Site development	-0-	-0-	-0-
(4) Emergency Allocation	-0-	-0-	-0-
(5) Purchase, lease, repair, maintenance of equipment	-0-	-0-	-0-
(6) Purchase, lease, repair, maintenance of computer hardware and software	\$30,000	\$30,000	\$45,000
SUBTOTAL EXPENDITURES	\$90,000	\$651,129	\$364,092
(7) Allocation for future projects (cumulative totals)	\$517,709	\$103,880	\$0
TOTAL EXPENDITURES & ALLOCATIONS	\$607,709	\$755,009	\$364,092
SOURCES AND ESTIMATES OF REVENUES			
January 1 Cash Balance	\$394,484	\$517,709	\$103,880
Less encumbered appropriations	-0-	-0-	-0-
Cash balance available for current plan	\$394,484	\$517,709	\$103,880
Property taxes	\$170,000	\$185,000	\$200,000
Excise, CVET & F I T Receipts	\$ 25,225	\$ 28,300	\$ 32,212
Other revenue	\$ 18,000	\$ 24,000	\$ 28,000
TOTAL FUNDS AVAILABLE FOR PLAN	\$607,709	\$755,009	\$364,092
Projected Tax Rate for Library Capital Projects Fund	\$0.0133	\$0.0133	\$0.0133
Projected Tax Rate is based upon an estimated Assessed valuation of	\$1,250,000,000	\$1,365,000,000	\$1,475,000,000

Capital Projects Fund

It is time for the board to approve a new Capital Projects Fund for 2003-2005. You must do this each year, deleting the present year and adding one additional year, making whatever changes you feel necessary. Page 5 & 6 of Plan (R 17-R 18) describe my proposed plan for how we will use the money in these three years.

I am projecting that we will spend 2002 working on the feasibility study, 2003 on the blueprints and specifications and 2004 and maybe 2005 on the actual construction. I would *like* the project to extend into 2005, so we have more Capital Projects Fund money to use to pay for it. We will still need additional funds from another source to completely pay for the project, whether Build Indiana Funds, Community Focus Grant or bond issue.

Keep in mind that when the board approves this budget (after a public hearing at the April board meeting) and submits it to the Jasper County Council for approval, only the 2003 portion of the plan is cast in stone. In 2003, we will have the opportunity to change the 2004 and 2005 plan to more closely reflect our actual situation at the time. So, consider most carefully what I am proposing for 2003.

2003: I propose we use \$30,000 for computer upgrades as we have each year except last year. (Last year we used \$100,000 for the new automation system.) I propose we use \$60,000 for architect's fees for the design work phase (blueprints & specifications) of the Wheatfield expansion project. This year, we will pay for a feasibility study out of the operating fund. We don't really know what architects' fees will be for any of this. Usually they are 6%-7.5% of the total cost of the project. If this is a \$1,000,000 project (very possible), I am projecting that \$60,000 will pay for the part of the architects' fees that come due in 2004.

2004: I propose that we spend \$30,000 for computer upgrades, and all the rest of the funds we have available that year to pay for the construction, with the exception of the Capital Projects Fund money we receive in December 2004. That money would be left over to pay for the remaining construction costs in 2005.

2005: I propose we spend \$45,000 for computer upgrades and new computer equipment for the Wheatfield Library, and the rest of CPF money on completion of the construction project. No money would be reserved for the next year.

Vote: To approve placing the Capital Projects Plan (as proposed or with board changes) on the Board's April board meeting agenda for public hearing.

Timetable:

- **March board meeting:** Library Board approves or alters the Capital Projects Fund Plan as presented by the director, and votes to advertise their intention to hold a public hearing
- **April board meeting:** Public hearing is held. After considering comments presented at the public hearing, Library Board may pass a resolution to adopt the proposed plan.
- *Immediately* after resolution is passed, board sends certified copy of the Plan to the County Council. The Council advertises a public hearing on the plan to be held within 30 days after receiving the certified copy from the board.
- After the Council's Public Hearing they may pass a resolution rejecting or approving the plan (must do this before August 1).
- If County Council approves the plan, we must send the approved plan with appropriate documentation to the Department of Local Government Finance for their approval.

JCPL FINANCIAL STATEMENT

February 28, 2002

	<u>Beginning 2002 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$629,140.15	\$118,693.50	\$288,078.78	\$4,684.51	\$64,636.02	\$405,697.39
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$3,572.06	\$591.18	\$1,238.87	\$1,230.00	\$1,541.38	\$3,874.57
DeMotte	\$479.94	\$229.45	\$544.79	\$500.00	\$791.38	\$726.53
Rensselaer	\$2,252.64	\$25.03	\$357.38	\$730.00	\$750.00	\$2,645.26
Wheatfield	\$839.48	\$336.70	\$336.70	\$0.00	\$0.00	\$502.78
Library Improvement Reserve Fund	\$47,593.91	\$0.00	\$0.00	\$70.13	\$111.38	\$47,705.29
Bond & Interest Redemption Fund	\$110,881.49	\$0.00	\$0.00	\$0.00	\$0.00	\$110,881.49
Includes Investments of:						
Capital Projects Fund	\$231,687.24	\$0.00	\$1,138.24	\$449.75	\$938.54	\$231,487.54
Includes Investments of:						
Post/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,403.68	\$10,354.23	\$5,403.68	\$10,354.23	\$0.00
FICA Tax Collected	\$0.00	\$4,818.98	\$9,287.60	\$4,818.98	\$9,287.60	\$0.00
State Tax Collected	\$1,844.37	\$1,965.80	\$3,810.17	\$2,094.99	\$4,060.79	\$2,094.99
County Tax Collected	\$507.51	\$544.05	\$1,051.56	\$585.56	\$1,129.61	\$585.56
Deferred Comp.	\$0.00	\$3,100.52	\$5,833.97	\$3,100.52	\$5,833.97	\$0.00
#125 Pre-tax Plan	\$0.00	\$6,150.82	\$6,267.72	\$3,132.84	\$6,267.72	\$0.00
Employee Health/Life Insur.	\$0.00	\$17.80	\$40.60	\$17.80	\$40.60	\$0.00
Employee P.E.R.F.	\$5,086.23	\$0.00	\$5,086.23	\$1,862.13	\$3,648.25	\$3,648.25
Credit Union	\$0.00	\$350.00	\$700.00	\$350.00	\$700.00	\$0.00
TOTAL ALL FUNDS.....	\$1,030,522.96	\$141,636.33	\$332,887.97	\$27,800.89	\$108,550.09	\$806,185.08

Bank Balances
Jasper County Public Library
Report as of: 02/28/2002

<i>Bank</i>		
1	Peoples State Bank	\$751,319.20
2	Demotte State Bank	\$6,950.59
3	Lafayette Bank & Trust-LIRF	\$47,705.29
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$806,185.08</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 02/01/2002 To 02/28/2002

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$48,776.00	\$0.00	\$48,776.00	\$4,064.66	\$8,064.32	\$40,711.68	16.5
1.12 SALARY OF ASSISTANTS	\$672,085.00	\$0.00	\$672,085.00	\$58,599.48	\$113,369.87	\$558,715.13	16.9
1.13 WAGES OF JANITORS	\$44,317.00	\$0.00	\$44,317.00	\$3,461.25	\$6,238.26	\$38,078.74	14.1
1.21 EMPLOYER'S SHARE-FICA	\$58,446.00	\$0.00	\$58,446.00	\$4,818.98	\$9,287.60	\$49,158.40	15.9
1.22 UNEMPLOYMENT COMPENSATION	\$513.00	\$0.00	\$513.00	\$0.00	\$226.70	\$286.30	44.2
1.23 EMPLOYER'S CONTRIB.- PERF	\$37,372.00	\$0.00	\$37,372.00	\$0.00	\$7,647.57	\$29,724.43	20.5
1.24 EMPLOYER'S CONTRIB.- INS.	\$34,848.00	\$0.00	\$34,848.00	\$6,982.37	\$7,068.37	\$27,779.63	20.3
1.31 OTHER PERSONAL SERVICES	\$750.00	\$0.00	\$750.00	\$0.00	\$107.25	\$642.75	14.3
Subtotal	\$897,107.00		\$897,107.00	\$77,926.74	\$152,009.94	\$745,097.06	16.9
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$0.00	\$52.09	\$697.91	6.9
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$737.49	\$1,815.78	\$4,684.22	27.9
2.21 CLEANING & SANITATION SUPPLIES	\$4,200.00	\$0.00	\$4,200.00	\$161.06	\$343.00	\$3,857.00	8.2
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$86.99	\$102.44	\$3,897.56	2.6
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$12,615.00	\$0.00	\$12,615.00	\$484.28	\$1,007.97	\$11,607.03	8.0
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$67.68	\$67.68	\$82.32	45.1
Subtotal	\$30,275.00		\$30,275.00	\$1,537.50	\$3,388.96	\$26,886.04	11.2
<i>3. Other Services and Charge</i>							
3.12 ENGINEERING & ARCH. SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$215.00	\$536.50	\$5,463.50	8.9
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$324.23	\$862.59	\$6,137.41	12.3
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$890.00	\$4,110.00	17.8
3.23 MILEAGE	\$8,000.00	\$0.00	\$8,000.00	\$1,625.39	\$2,133.37	\$5,866.63	26.7
3.24 PROFESSIONAL MEETINGS	\$9,000.00	\$0.00	\$9,000.00	\$826.32	\$3,034.51	\$5,965.49	33.7
3.25 FREIGHT	\$3,400.00	\$0.00	\$3,400.00	\$172.21	\$320.87	\$3,079.13	9.4
3.26 NETWORKING	\$5,500.00	\$0.00	\$5,500.00	\$2,998.00	\$3,567.24	\$1,932.76	64.9
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$76.01	\$1,423.99	5.1
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$25.00	\$525.00	4.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$100.00	\$100.00	\$100.00	50.0
3.42 OTHER INSURANCE	\$12,500.00	\$0.00	\$12,500.00	\$0.00	\$1,423.00	\$11,077.00	11.4
3.51 GAS	\$36,000.00	\$0.00	\$36,000.00	\$3,300.75	\$5,176.01	\$30,823.99	14.4
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$3,477.52	\$5,903.25	\$40,096.75	12.8
3.53 WATER	\$950.00	\$0.00	\$950.00	\$99.45	\$159.30	\$790.70	16.8
3.54 WASTE DISPOSAL SERVICES	\$2,365.00	\$0.00	\$2,365.00	\$172.61	\$401.87	\$1,963.13	17.0
3.61 BUILDING & STRUCTURES	\$46,000.00	\$0.00	\$46,000.00	\$2,086.64	\$60,932.48	(\$14,932.48)	132.5
3.62 EQUIPMENT	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$230.00	\$0.00	\$230.00	\$41.95	\$51.90	\$178.10	22.6
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$1,515.00	\$2,850.52	(\$250.52)	109.6
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$39.64	\$60.36	39.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$51,872.00	\$0.00	\$51,872.00	\$3,166.57	\$10,315.56	\$41,556.44	19.9
Subtotal	\$309,087.00		\$309,087.00	\$20,121.64	\$98,799.62	\$210,287.38	32.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$19,685.00	\$0.00	\$19,685.00	\$116.96	\$340.54	\$19,344.46	1.7
4.51 BOOKS	\$145,400.00	\$0.00	\$145,400.00	\$11,981.69	\$23,477.76	\$121,922.24	16.1
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$394.60	\$1,228.45	\$22,771.55	5.1
4.53 NONPRINTED MATERIALS	\$56,350.00	\$0.00	\$56,350.00	\$6,614.37	\$8,833.51	\$47,516.49	15.7
Subtotal	\$245,435.00		\$245,435.00	\$19,107.62	\$33,880.26	\$211,554.74	13.8
Grand Total	\$1,481,904.00	\$0.00	\$1,481,904.00	\$118,693.50	\$288,078.78	\$1,193,825.22	19.4

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Voucher List

Jasper County Public Library

Report Date: From 02/01/2002 To 02/28/2002

Varrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
20686	85	ACE HARDWARE	02/11/2002	Scrub Mop	\$6.49
20687	86	AccuWeather SALES AND SER	02/11/2002	Photo Archive(1year)	\$630.00
20688	87	AMERICAN LIBRARY ASSN	02/11/2002	Marketing supplies-posters, bookmarks, totebag, notecube, t-shirt-Rens	\$77.85
20689	88	AMERICAN LIBRARY ASSOCIA	02/11/2002	2002 Membership-ALA	\$1,515.00
20690	89	AREA SHEET METAL, INC.	02/11/2002	Expansion tank replacement on boiler-D	\$505.00
20691	90	AVC CORPORATION	02/11/2002	Financial Computer Annual Service Agreement-2002	\$1,188.00
20692	91	BAKER & TAYLOR	02/11/2002	Books, Continuations, Gift Books, AV, Children's Supplies-R	\$10,181.47
20693	92	BEST BUY CO., INC.	02/11/2002	DVD's & CD-Rom's	\$244.89
20694	93	CHARLOTTE FAGEN	02/11/2002	Film Development, CD, Children's program supplies, adaptor	\$89.55
20695	94	CONSOLIDATED INCORPORA	02/11/2002	Bond-Sayler	\$100.00
20696	95	CULLIGAN	02/11/2002	cooler rental and water-W	\$49.55
20697	96	DEMCO	02/11/2002	double stitched binder tape	\$39.10
20698	97	DIANA KOOY	02/11/2002	Mileage, Counterpart expense	\$69.33
20699	98	DIANE KROS	02/11/2002	Mileage	\$14.44
20700	99	DIANE OPOLSKI	02/11/2002	Mileage- ask mtg.	\$5.84
20701	100	FACTS ON FILE, INC.	02/11/2002	Science Experiments & Career Opportunities-1/10/02- 1/10/03	\$900.00
20702	101	GAYLORD BROS.	02/11/2002	Whale Floor Cushion-R	\$116.96
20703	102	GLORIA PASTUSZAK	02/11/2002	CD-Rom;Nutrition & Kids	\$24.95
20704	103	INCOLSA	02/11/2002	Inspire database fund, Discovering collection, Computers & Libraries Conf.-Evers & Maxwell	\$3,288.80
20705	104	INDIANA UNIVERSITY PRESS	02/11/2002	Gift Fund Book-Terrorist Trap;Ren	\$25.03
20706	105	INGRAM	02/11/2002	Books	\$27.37
20707	106	INSPIRATIONAL BOOK DISTRI	02/11/2002	Books	\$21.58
20708	107	JENNIFER L. EVERS	02/11/2002	Mileage, Schaumburg Library expense	\$73.87
20709	108	KATHRYN B. WEED	02/11/2002	Mileage-Spanish Outreach	\$10.95
20710	109	LAFAYETTE BANK AND TRUS	02/11/2002	Safe Deposit Box Rental Fee	\$32.00
20711	110	LIBRARY VIDEO COMPANY	02/11/2002	Video's	\$609.95
20712	111	MARSHALL CAVENDISH CORP	02/11/2002	Books	\$1,356.64
20713	112	HIGHSMITH CO. INC.	02/11/2002	Book pockets, posters & bookmarks	\$257.95
20714	113	MOOLENAAR SUPREME.LAW	02/11/2002	2002-Lawn Applications with Grub control-D & R	\$584.00
20715	114	ON CUE #6106	02/11/2002	Continuations-Old Farmers Almanac, Video	\$33.14
20716	115	PATTY STRINGFELLOW	02/11/2002	Mileage;Schaumburg Library, counterparts mtgs., mgmt. mtg., expense programming cntrpts.	\$159.25
20717	116	PLATINUM PLUS FOR BUSINE	02/11/2002	Lib. of Congress Catalog, Airfares PLA;Tachtiris,Deardorff, Stringfellow,Weed-Airfares Comp. In Libraries;Maxwell, Evers	\$1,965.42
20718	117	LYNN DAUGHERTY	02/11/2002	Mileage-Director's & Board mtgs., library visits- expense's;library visits	\$179.61
20719	118	PRECISION CONTROL SYSTE	02/11/2002	Qrtly. Maintenance-Jan-Mar 2002,Boiler, pumps, air handler checked-blown diaphragm tank-Dem	\$1,530.00
20720	119	QUILL	02/11/2002	labels, inkjet cartridges & ribbons, const. Paper, envelopes, binder clips,laminate,report covers	\$442.30
20721	120	RECORDED BOOKS, LLC	02/11/2002	Audiobooks	\$495.20
20722	121	RELIABLE CORPORATION	02/11/2002	Copy paper	\$200.48
20723	122	RUSSELL R. SESSIONS	02/11/2002	Salt, snow removal & sidewalks-Dem	\$530.00
20724	123	SECURITY COURIERS CORP.	02/11/2002	Transport Service between branches;1/4 -1/25/02	\$863.57
20725	124	STANLEY STEEMER	02/11/2002	Carpet Cleaning-mtg room-Wheatfield	\$132.64

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20726	125	TIMESTEP PLAYERS EDUCATI	02/11/2002	Summer Reading Program deposit;Dem-6/25/02,R & W-7/3/02	\$195.00
20727	126	TYSEN'S COUNTRY GROCER	02/11/2002	glass cleaner, bowl cleaner, freshener, pledge, lysol	\$154.57
20728	127	VIKING OFFICE PRODUCTS	02/11/2002	Envelopes, scissors, toner, returned ink cartridges	\$169.50
20729	128	WAL-MART COMMUNITY BRC	02/11/2002	children's supplies-R,video's, DVD's	\$734.14
20730	129	WORLD BOOK INC., SCHOOL	02/11/2002	2002 Encyclopedia	\$799.00
0	130	PAYROLL	02/10/2002	PAYROLL	\$34,113.21
20731	131	ANTHEM BLUE CROSS AND B	02/10/2002	Health Insurance Premiums-Jan & Feb '02	\$12,920.64
20732	132	ALIAC	02/10/2002	Deferred Compensation Plan-10 Feb 02	\$1,550.26
20733	133	LA-PORTER FEDERAL CREDIT	02/10/2002	Withheld from payroll-10 Feb '02	\$175.00
20734	134	MIDWAY ELECTRONICS	02/10/2002	Wireless Communication Jan '02	\$420.00
20735	135	NIPSCO	02/10/2002	Utilities Wheat;12/12/01-1/14/02 & Dem;12/17/01-1/18/02	\$3,665.67
20736	136	NORTHWESTERN INDIANA TE	02/10/2002	Local Telephone Service Feb '02-Demotte	\$126.94
20737	137	SPRINT	02/10/2002	Long Distance Telephone Service-Jan '02;D & W	\$8.09
20738	138	TOWN OF DEMOTTE	02/10/2002	Sewer Service Dec '01-Demotte	\$50.26
20739	139	TOWN OF WHEATFIELD SEW	02/10/2002	Wheatfield Sewer Service-Feb '02	\$41.05
0	140	INDIANA DEPARTMENT OF RE	02/11/2002	State & County Taxes Withheld Jan '02	\$2,509.85
0	141	INTERNAL REVENUE SERVIC	02/11/2002	FICA & FED Taxes Withheld 10 Feb '02	\$7,791.15
20740	142	SPRINT	02/11/2002	January Local Service-Rens. Phones	\$559.60
20741	143	JOURNAL AND COURIER	02/11/2002	Newspaper Subscription-Rens	\$143.00
0	144	PAYROLL	02/25/2002	PAYROLL	\$32,012.18
20742	145	AFLAC	02/25/2002	Supplemental Insurance Feb '02	\$132.70
20743	146	ALIAC	02/25/2002	Deferred Compensation Plan-25 Feb 02	\$1,550.26
20744	147	ANTHEM LIFE	02/25/2002	Life Ins. Premium-Mar '02	\$97.65
20745	148	CHICAGO TRIBUNE	02/25/2002	Annual Subscription-2/10/02-2/8/03;R	\$132.60
20746	149	CITY OF RENSSELAER	02/25/2002	Rens. Utilities-1/9-2/8/02	\$2,393.29
20747	150	LA-PORTER FEDERAL CREDIT	02/25/2002	Withheld from Payroll-25 Feb '02	\$175.00
20748	151	NIPSCO	02/25/2002	Wheatfield Utilities-1/14-2/12/02	\$860.46
20749	152	SPRINT	02/25/2002	Wheatfield Local Telephone Service-Feb '02	\$137.60
20750	153	SPRINT	02/25/2002	2 Adtran TSU Units-R & W	\$1,650.00
20751	154	USA TODAY	02/25/2002	Annual Subscription-2/28/02-2/28/03;Ren	\$119.00
20752	155	MIDWAY ELECTRONICS	02/25/2002	Wireless Communication Feb '02	\$420.00
0	156	INTERNAL REVENUE SERVIC	02/26/2002	FICA & FED Tax Withheld 25 Feb '02	\$7,250.49

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$141,636.33

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, March 01, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$141,636.33

Date this 11th day of March, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

February 28, 2002

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,430.92	\$5,182.56
DeMotte	\$958.12	\$2,048.82		
Rensselaer	\$967.46	\$1,971.49		
Wheatfield	\$505.34	\$1,162.25		
PHOTOCOPIES:			\$654.50	\$1,177.55
DeMotte	\$327.30	\$598.00		
Rensselaer	\$269.05	\$467.15		
Wheatfield	\$58.15	\$112.40		
CARDS:			\$4.00	\$6.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$4.00	\$6.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$1,288.00	\$3,084.98
Checking/Repurchase/Savings	\$1,288.00	\$3,084.98		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$307.09	\$55,184.93
Insurance	\$0.00	\$182.50		
Rebates/Refund	\$29.91	\$159.91		
LSTA Technology Grant	\$0.00	\$0.00		
Postage	\$0.00	\$0.00		
Reimbursements,PFEFF	\$0.00	\$50,845.50		
COBRA/FMLA Reimbursement	\$266.60	\$533.20		
Magazine Refunds	\$0.00	\$0.00		
Reimbursements	\$10.58	\$1,360.58		
Telephone refund	\$0.00	\$2,103.24		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$4,684.51	\$64,636.02
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$1,230.00	\$1,541.38
DeMotte	\$500.00	\$791.38		
Rensselaer	\$730.00	\$750.00		
Wheatfield	\$0.00	\$0.00		
LIBRARY IMPROVEMENT FUND:			\$70.13	\$111.38
BOND & INTEREST REDEMPTION FUND			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$449.75	\$938.54
Interest Earned	\$449.75	\$938.54		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
POST/HOSPITALITY FUND:			\$0.00	\$0.00
EXCESS FUND:			\$0.00	\$0.00
TELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$6,434.39	\$67,227.32

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS</u> <u>THIS MONTH</u>	<u>TOTAL RECEIPTS</u> <u>YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:				
FIT Tax Collected	\$5,403.68	\$10,354.23	\$21,366.50	\$41,322.77
FICA Collected	\$4,818.98	\$9,287.60		
State Tax Collected	\$2,094.99	\$4,060.79		
County Tax Collected	\$585.56	\$1,129.61		
Deferred Comp Plan	\$3,100.52	\$5,833.97		
#125 Pre-tax Plan	\$3,132.84	\$6,267.72		
Life/Health Insurance	\$17.80	\$40.60		
PERF	\$1,862.13	\$3,648.25		
Credit Union	\$350.00	\$700.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$27,800.89	\$108,550.09

Voucher List

Jasper County Public Library

Report Date: From 03/01/2002 To 03/25/2002

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
20753	157	4-COUNTY SUPPLY	03/11/2002	Bathroom Stool Repair Kit	\$24.16
20754	158	A & N Books	03/11/2002	Books	\$241.56
20755	159	ABC SCHOOL SUPPLY INC.	03/11/2002	Craft Supplies	\$43.08
20756	160	ACE HARDWARE	03/11/2002	Humidifier Filters @ Wh. Lib.	\$9.99
20757	161	ALCO DISCOUNT STORE #290	03/11/2002	Paint for ch. Crafts @ DeM. Lib.	\$3.49
20758	162	BAKER & TAYLOR	03/11/2002	Books, continuations, automatically yours, non-print, etc.	\$8,989.66
20759	163	BARNES & NOBLE	03/11/2002	Books, audiobooks	\$910.28
20760	164	BEST BUY CO., INC.	03/11/2002	Videos, CD's, CD-Roms, DVDs	\$1,322.15
20761	165	BETTER CONTAINERS MFG. CO	03/11/2002	Love My Library plastic bookbags	\$255.18
20762	166	CALIFORNIA LANGUAGE LAB	03/11/2002	Videos	\$164.30
20763	167	CULLIGAN	03/11/2002	Water cooler rental-March	\$9.95
20764	168	DEMCO	03/11/2002	Polyfit Book Jackets, Subj Classification labels, bookmarks, posters, periodical cards, etc.	\$683.76
20765	169	DEMOTTE CHAMBER OF COM	03/11/2002	DeMotte Expo booth, 3/23/02	\$75.00
20766	170	DIANA KOOY	03/11/2002	Mileage, 2/5-3/4/02	\$42.34
20767	171	FASE'S WATER TREATMENT	03/11/2002	Redout	\$97.50
20768	172	GALE GROUP	03/11/2002	Something about the Author - continuations	\$124.71
20769	173	GOODWIN FIRE EQUIPMENT,	03/11/2002	New Fire Extinguishers-Mtg. Room & T.S.	\$390.00
20770	174	HP PRODUCTS CORP.	03/11/2002	Paper products, vandal mark remover, stainless steel cleaner, window cleaner, etc.	\$693.57
20771	175	HERITAGE OFFICE PRODUCT	03/11/2002	Mita 3055 Copy Machine repairs-Rens.	\$118.00
20772	176	GATEWAY LEARNING CORPO	03/11/2002	Hooked On Phonics- Wh. Lib.	\$139.90
20773	177	INCOLSA	03/11/2002	Databases: First Search; Wheels Contract; Membership Dues; 6/18 Workshop (7)	\$1,211.25
20774	178	INGRAM	03/11/2002	Paperback books	\$64.67
20775	179	INSPIRATIONAL BOOK DISTRI	03/11/2002	Christian books	\$32.77
20776	180	JACKIE SAXON	03/11/2002	Mileage	\$29.20
20777	181	JAMES D. LOWER	03/11/2002	Snow Removal @ Wh. Lib.-January '02	\$100.00
20778	182	JENNIFER L. EVERS	03/11/2002	Mileage-Mgmt Mtg.	\$16.06
20779	183	KATHRYN B. WEED	03/11/2002	Mileage-Spanish Outreach Program	\$10.95
20780	184	KINETIC VIDEO.COM	03/11/2002	Videos	\$89.85
20781	185	KIRBY RISK CORPORATION	03/11/2002	GE Bulbs-small décor lights	\$23.82
20782	186	LANDMARK AUDIOBOOKS	03/11/2002	Annual Lease Contract for Audiobooks	\$3,450.00
20783	187	LEARNINGEXPRESS, LLC	03/11/2002	LearnATest.com Online Subscription	\$995.00
20784	188	LISA DAVIS	03/11/2002	Mileage-Marketing Mtg	\$16.06
20785	189	OMNIGRAPHICS, INC.	03/11/2002	WebSite Sourcebook	\$144.45
20786	190	ON CUE #6106	03/11/2002	CD's & Book	\$41.72
20787	191	PATTY STRINGFELLOW	03/11/2002	Phone calls, Mileage	\$246.34
20788	192	PBS	03/11/2002	Videos	\$109.64
20789	193	PEGGY WOODS	03/11/2002	AV Shopping Trip Expenses	\$10.59
20790	194	PLATINUM PLUS FOR BUSINE	03/11/2002	Headphones, Ch. Craft Supplies	\$403.07
20791	195	POSTMASTER	03/11/2002	DeMotte Library PO Box rental-annual	\$50.00
20792	196	PRECISION CONTROL SYSTE	03/11/2002	DeMotte:PFEEF Project toilet vent, Leaky valve repair, fusible link in attic fire damper. Rens: Manual shut off valve leak repair, raised CFMs in Mtg & sm Study Rooms	\$3,216.10
20793	197	QUILL	03/11/2002	Contact Paper	\$254.55
20794	198	REBECCA GIBSON	03/11/2002	Books, counterparts mtg. Expense	\$185.17
20795	199	RECORDED BOOKS, LLC	03/11/2002	Replacement tapes, Audiobooks	\$381.15
20796	200	REGENT BOOK CO., INC.	03/11/2002	Continuations-BH&G Traditional Home Series	\$11.48
20797	201	RELIABLE EXTERMINATORS,	03/11/2002	Qtlly Pest Control @ Rens.	\$75.00

Printed on Monday, March 11, 2002

Page 1 of 3

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20798	202	RENS./REMINGTON CHAMBER	03/11/2002	Life Style Expo 2002 booth	\$50.00
20799	203	RUSSELL R. SESSIONS	03/11/2002	Snow Removal-Feb'02 @ DeMotte Lib.	\$245.00
20800	204	SECURITY COURIERS CORP.	03/11/2002	Feb Courier Service b/w branches	\$957.40
20802	205	SELECTVIDEO	03/11/2002	Videos	\$192.54
20803	206	SENTIMENTAL PRODUCTIONS	03/11/2002	Videos	\$82.95
20804	207	SOURCEBOOKS, INC.	03/11/2002	Books	\$121.75
20805	208	SPRINT YELLOW PAGES	03/11/2002	Directory Advertising-March '02	\$70.75
20806	209	SUNCOAST #3009	03/11/2002	Videos	\$469.45
20807	210	TERRY J. FERRELL	03/11/2002	Parking Lot Snow removal @ Wh.	\$120.00
20808	211	THINK TANK NETWORKING	03/11/2002	ArcServer, Norton Anti-virus, Cisco Memory upgrade	\$1,090.24
20809	212	TYSEN'S COUNTRY GROCER	03/11/2002	DeM. Program Supplies-Chess Club, After-School, Adult Book Discussion, Pre-school Open House, Storytime	\$52.30
20810	213	UNIQUE MANAGEMENT SERV	03/11/2002	Collections for January '02 Placements & Secondary Placements	\$146.15
20811	214	JAMES D. LOWER	03/11/2002	Feb Snow Removal @ Wh. Lib.	\$40.00
0	215	PAYROLL	03/10/2002	PAYROLL	\$29,250.22
20812	216	ALIAC	03/10/2002	Deferred Compensation Plan 10 Mar '02	\$1,656.97
20813	217	ANTHEM BLUE CROSS AND B	03/10/2002	Health Insurance Premiums MAR '02	\$6,460.32
20814	218	LA-PORTER FEDERAL CREDIT	03/10/2002	Withheld From Payroll 10 Mar '02	\$175.00
20815	219	NIPSCO	03/10/2002	Demotte Utilities 1/18 - 2/19/2002	\$2,296.48
20816	220	NORTHWESTERN INDIANA TE	03/10/2002	Local Phone Service Mar '02-Demotte	\$125.44
20817	221	SPRINT	03/10/2002	Feb '02 Long Distance Phone-D & W	\$53.83
20818	222	TOWN OF DEMOTTE	03/10/2002	Demotte Sewer Service-Jan '02	\$50.26
20819	223	TOWN OF WHEATFIELD SEW	03/10/2002	Wheatfield Sewer Service-Mar '02	\$41.05
20820	224	WAL-MART COMMUNITY BRC	03/10/2002	CD's, Video's, Headphones, Program Supplies-Rens. Children & Adult, Dem. Children & Adult	\$638.81
0	225	INTERNAL REVENUE SERVIC	03/11/2002	FICA & FED Taxes Withheld From Payroll 10 Mar '02	\$6,520.63
0	226	INDIANA DEPARTMENT OF RE	03/20/2002	State & County Tax Withheld Feb '02	\$2,680.55
20821	227	SPRINT	03/11/2002	Local Payphone, Dataline @ Rens.-March '02	\$559.60

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$79,655.16

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 11, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$79,655.16

Date this 11th day of March, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

APR.

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Monday, April 8, 2002 7:00 PM
DeMotte Library**

Purpose

Capital Projects Fund Plan: Public Hearing

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of February meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Salary ordinance revisions (R 7)
- D. Policy review (R 17 - R 19)

General Business

- A. Building Insurance (R11-R16)
- B. Architect Selection (R 23)
- B. Capital Projects Fund Plan Adoption (R 23)

Action
Discussion/Action
Action

Director's Report (R 21-R 23)

Discussion

Items for future Agendas

Public Forum

Adjournment

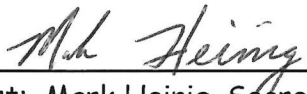
alternatives. NetNitco has a new division to handle the needs of business and industry called 219.com. They have presented a proposal which promises greater bandwidth (minimum we need is 256k) for less money. They offer a 90-day trial period before a two-year contract commitment is required. We can run both services during the trial period without compromising our Midway connection should 219.com not meet our expectations. The board agreed that in the interest of expediency, the director uses her discretion in this matter.

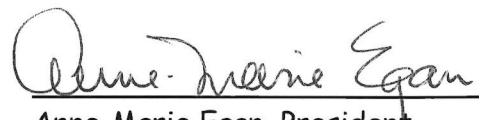
Library 10th Birthday: The board gave a nod of approval for a quilt commemorating the 10th anniversary of the Rensselaer Library. Local quilters will be contacted for this endeavor. A permanent display/framing of the quilt might be considered at a future time.

Flower Garden @ Rens. Library: The board agreed that a flower garden would be an attractive asset to the grounds. The Rensselaer Garden Club offered to partially fund a garden to be designed by Brown's Garden Shop. Who will ultimately be responsible for maintenance of the area however, was unclear. The board would approve the addition of a flower garden, if someone else would be responsible for maintenance.

INCOLSA Executive Committee: L. Daugherty has agreed to be on the slate for the INCOLSA Executive Committee to be elected in April. The JCPL Board is proud and pleased that our director was asked and is willing to participate.

With no further business, the meeting adjourned on a motion by M. Crawford, seconded by M. Heinig at 8:10 PM.


Attest: Mark Heinig, Secretary


Anne-Marie Egan, President

Minutes March 11, 2002
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Anne-Marie Egan, Mike Crawford, Sue Deardorff, Mark Heinig, Mari Anne Sayler, Joan Floyd, Lynn Daugherty, Gail Jung. **Absent:** Tim Schultz

Agenda/Consent Agenda: On a motion by M. Heinig, seconded by M. Crawford, the Consent Agenda and Agenda items including February Minutes, Financial Reports, Salary Ordinance Update, and policies were approved unanimously. Policy approvals were the Board Ethics, Public Purchase, amended Walking Books, and lowering the threshold to \$200 in the new Fixed Asset Inventory Policy.

DeMotte Library Improvements: Fencing approved by the board in the fall of 2001 to deter skateboarding and the need for vandalism protection in the form of security cameras will be purchased this year. The board approved on a motion by M. Crawford, seconded by S. Deardorff, to transfer up to \$4000 from 3.94 Transfer to LIRF to 4.4 Equipment and 4.3 Improvements Other than Building in the Operating Fund for security needs.

The board asked that each library make a before-opening inspection of areas used the previous evening by groups meeting in the library after hours. This will help us determine who is responsible for damage done to the building.

CPF: The board discussed future anticipated needs surrounding the Wheatfield Building project and possible land acquisitions, estimated architect fees, automation needs, and the effects on future years of the Capital Projects Fund. A motion by S. Deardorff, seconded by M. Crawford, to approve for advertisement the CPF Plan as presented was unanimously approved. The public hearing on the Capital Projects Fund will be held at the April 8th Board meeting in DeMotte.

Architect Interview Timetable: The board agreed to limit the architect presentations to 25-30 minutes with a question/answer period following during the next 30 minutes. The board will take another half-hour to discuss their viewpoints. Architect visits are scheduled for April 2nd at 6:00 and 7:30 PM in Rensselaer and on April 8th at 6:00 PM at the DeMotte Library prior to the regular Board Meeting. Architect information received before these meetings will be provided to all board members before the presentations, if possible.

Wireless Communications: After six months of service, we continue to experience unstable connections with Midway Electronics for the DeMotte Library. Although they have recently attempted to resolve equipment problems, we are investigating other

March 2002

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

XX										
ADULT BOOKS										
Fiction	65	0	1,944	63	0	2,144	25	0	742	4,830
Nonfiction	74	0	1,673	83	0	1,390	29	0	681	3,744
CHILDREN'S BKS										
Fiction	76	0	2,591	86	0	2,072	34	0	892	5,555
Nonfiction	10	0	876	34	0	792	13	0	282	1,950
YA BOOKS										
Fiction	2	0	211	9	0	239	13	0	123	573
Nonfiction	0	0	49	4	0	115	1	0	29	193
Magazines,Adult			964			314			245	1,523
Magazines, Child			114			11			22	147
Games, Toys			0			2			2	4
Internet Use			179			386			151	716
Sound Rec/Adult	32	0	613	22	0	613	17	0	273	1,499
Sound Rec/Child	0	0	116	0	0	74	2	0	21	211
Online Databases			0			0			0	0
Software	6	0	192	3	0	155	4	0	91	438
Vertical Files	0	0	35	0	0	8	0	0	1	44
VHS/DVD	38	0	1,602	41	0	2,319	32	0	938	4,859
Equipment			0			0			0	0
TOTAL	303	0	11,159	345	0	10,634	170	0	4,493	26,286

	DEMOTTE	RENSSELAER	WHEATFIELD
END OF MONTH:			
Total Materials Owned	52,625	62,912	30,871
Percent Increase/Decrease	-1.4%	-8.4%	-0.3%

MONTHLY SYSTEM STATISTICS	2001	2002	% change
Circulation	27,434	26,286	-4.2%
Jan. to date circulation	78,157	80,089	2.5%

CIRCULATION BY HOLDINGS CODE
March 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	2			2
Award Winner JE (DAJE)	27			27
Award Winner JFIC (DAJFIC)	22			22
Award Winner JNF (DAJNF)	4			4
Award Winner JPFIC (DAJBPF)	1			1
Award Winner YAFIC (DAYAF)	13			13
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	79	1	2	82
Books on CD (DBKCD)	22	2		24
Books on Tape (DBKT)	150	3	1	154
Compact Disc (DCD)	393	5	3	401
DVD	288	1		289
Equipment (DEQP)				0
See librarian (DERR)				0
Express Book (DEXP)	33			33
Fiction (DFIC)	1474	55	16	1545
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	179			179
Juv. Biography (DJBIO)	108	5		113
Juv. Book on CD (DJBKCD)	2			2
Juv. Book on Tape (DJBKT)	81	4	1	86
Juv. Compact Disc (DJCD)	19			19
Juvenile Easy (DJE)	1500	2	2	1504
Juv. Easy Reader (DJER)	375			375
Juv. Fiction (DJFIC)	304	4	5	313
Juv. Holiday books (DJHOL)	4			4
Juv. Magazine (DJMAG)	114			114
Juv. Music Cassette (DJMC)	11			11
Juv. Nonfiction (DJNF)	720	5	7	732
Juv. Nonfic Text Bk (DJNFTB)	1			1
Juv. Paperback fic (DJPBF)	325	1	4	330
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	91			91
Large Print Nonfic (DLPNF)	6			6
Magazine (DMAG)	959	9	5	973
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1409	63	18	1490
Nonfiction VHS (DNFVHS)	98	3		101
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	13			13
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)	7			7
Spanish Collection (DSPA)	5	2		7

Software (DSWAR)	192	2	1	195
Vertical File (DVF)	24	2		26
VHS	1194	9	2	1205
YA Biography (DYAB)	11			11
YA Books on Tape (DYABKT)	6	1		7
YA Fiction (DYAF)	83	1		84
YA Nonfiction (DYANF)	31	4	2	37
YA Paperback Fic (DYAPBF)	100	1	3	104
Award Winner JBIO (RAJBIO)		6		6
Award Winner JE (RAJE)		5		5
Award Winner JFIC (RAJFIC)		2		2
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)		5		5
Award Winner YAFIC (RAYAF)		4		4
Award Winner YAPFIC (RAYPBF)		2		2
Biography (RBIO)	14	90	6	110
Books on CD (RBKCD)		50		50
Books on Tape (RBKT)	13	192	2	207
Compact Disc (RCD)	16	340	3	359
DVD	2	543	1	546
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		107		107
Fiction (RFIC)	48	1413	11	1472
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		2		2
Internet (RINTER)		386		386
Juv. Biography (RJBIO)	1	38		39
Juv. Book on CD (RJBKCD)				0
Juv. Book on Tape (RJBKT)	1	51		52
Juv. Compact Disc (RJCD)		12		12
Juvenile Easy (RJE)	15	1222	2	1239
Juv. Easy Reader (RJER)	3	178		181
Juv. Fiction (RJFIC)	8	368	4	380
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		11		11
Juv. Music Cassette (RJMC)		4		4
Juv. Nonfiction (RJNF)	15	728	9	752
Juv. Nonfic Text Bk (RJNFT)				0
Juv. Paperback fic (RJPBF)	5	284	10	299
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	3	48	1	52
Large Print Nonfic (RLPNF)		2		2
Magazine (RMAG)	1	305		306
Music Cassette (RMCAS)		1		1
Nonfiction (RNFC)	41	1118	21	1180
Nonfiction VHS (RNFVHS)	1	83	2	86
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		2	1	3
Parent Shelf Ref (PREF)				0

Reference (REF)		1		1
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)		3		3
Spanish Collection (RSPA)	2	30		32
Software (RSWAR)		150		150
Vertical File (RVF)		6		6
VHS	15	1675	1	1691
YA Biography (RYAB)	1	10		11
YA Books on Tape (RYABKT)		7		7
YA Fiction (RYAF)	3	115	2	120
YA Nonfiction (RYANF)	3	101	4	108
YA Paperback Fic (RYAPBF)	6	114	6	126
Award Winner JBIO (WAJBIO)			2	2
Award Winner JE (WAJE)			2	2
Award Winner JFIC (WAJFIC)			1	1
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)			1	1
Biography (WBIO)	1	6	35	42
Books on CD (WBKCD)		1	9	10
Books on Tape (WBKT)	2	1	88	91
Compact Disc (WCD)	11	3	167	181
DVD	2		206	208
Equipment (WEQP)				0
See librarian (WERR)			2	2
Express Book (WEXP)				0
Fiction (WFIC)	36	27	577	640
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			151	151
Juv. Biography (WJBIO)	3	3	9	15
Juv. Book on CD (WJBKCD)				0
Juv. Book on Tape (WJBKT)	2	3	16	21
Juv. Compact Disc (WJCD)				0
Juvenile Easy (WJE)			520	520
Juv. Easy Reader (WJER)	1		143	144
Juv. Fiction (WJFIC)	3	1	111	115
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			22	22
Juv. Music Cassette (WJMC)			4	4
Juv. Nonfiction (WJNF)	5	5	254	264
Juv. Nonfic Text Bk (WJNFTB)				0
Juv. Paperback fic (WJPBF)	2		88	90
Juv. Reference (WJREF)				0
Large Print Fiction (WLFPF)	1	1	3	5
Large Print Nonfic (WLPNF)			2	2
Magazine (WMAG)	4		240	244
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	29	25	563	617
Nonfiction VHS (WNFVHS)		2	39	41

Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			5	5
Software (WSWAR)		3	90	93
Vertical File (WVF)			1	1
VHS	2	3	687	692
YA Biography (WYAB)	1		3	4
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)	1		38	39
YA Nonfiction (WYANF)	2		20	22
YA Paperback Fic (WYAPBF)	5	2	73	80
TOTAL	10810	10085	4330	25225

CIRCULATION BY HOLDINGS CODE
February 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	2	6	2	10
Award Winner JE (AJE)	27	5	2	34
Award Winner JFIC (AJF)	22	2	1	25
Award Winner JNF (AJNF)	4	0	0	4
Award Winner JPFIC (AJPF)	1	5	0	6
Award Winner YAFIC (AYAF)	13	4	0	17
Award Winner YAPFIC (YAYPBF)	0	2	1	3
Biography (BIO)	94	97	43	234
Books on CD (BKCD)	22	53	9	84
Books on Tape (BKT)	165	203	91	459
Compact Disc (CD)	420	348	173	941
DVD	292	544	207	1043
Equipment (EQP)	0	0	0	0
See librarian (ERR)	0	0	2	2
Express Book (EXP)	33	107	0	140
Fiction (FIC)	1558	1495	604	3657
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	2	0	2
Internet (INTR)	179	386	151	716
Juv. Biography (JBIO)	112	46	9	167
Juv. Book on CD (JBKD)	2	0	0	2
Juv. Book on Tape (JBKT)	84	58	17	159
Juv. Compact Disc (JCD)	19	12	0	31
Juvenile Easy (JE)	1515	1224	524	3263
Juv. Easy Reader (JER)	379	178	143	700
Juv. Fiction (JFIC)	315	373	120	808
Juv. Holiday (JHOL)	4	0	0	4
Juv. Magazine (JMAG)	114	11	22	147
Juv. Music Cassette (JMC)	11	4	4	19
Juv. Nonfiction (JNF)	740	738	270	1748
Juv. Nonfic Text Bk (JNFT)	1	0	0	1
Juv. Paperback fic (JPBF)	332	285	102	719
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	95	49	4	148
Large Print Nonfic (LPNF)	6	2	2	10
Magazine (MAG)	964	314	245	1523
Music Cassette (MCAS)	0	1	0	1
Nonfiction (NFIC)	1479	1206	602	3287
Nonfiction VHS (NFVH)	99	88	41	228
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	13	2	1	16
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	87	53	27	167
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0

Spanish Collection (SPA)	7	32	5	44
Software (SWAR)	192	155	91	438
Vertical File (VF)	35	8	1	44
VHS	1211	1687	690	3588
YA Biography (YAB)	13	10	3	26
YA Books on Tape (YABKT)	6	8	0	14
YA Fiction (YAF)	87	116	40	243
YA Nonfiction (YANF)	36	105	26	167
YA Paperback Fic (YAPBF)	111	117	82	310
				0
Free reads	258	493	134	885
Puzzles			2	2
Talking books				0
Assignment Shelf Books				0
TOTAL	11159	10634	4493	26286

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1944	2144	742	4830
Nonfiction	1673	1390	681	3744
CHILDREN'S BOOKS				
Fiction	2591	2072	892	5555
Nonfiction	876	792	282	1950
YA BOOKS				
Fiction	211	239	123	573
Nonfiction	49	115	29	193
Magazines, Adult	964	314	245	1523
Magazines, Children	114	11	22	147
Games, Toys	0	2	2	4
Internet use	179	386	151	716
Sound Recordings, adult	613	613	273	1394
Sound Recordings, ch	116	74	21	211
Online databases	0	0	0	0
Software	192	155	91	438
Vertical file	35	8	1	44
VHS/DVD	1602	2319	938	4859
Equipment	0	0	0	0
Total	11159	10634	4493	26286

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT 2002

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	144	31	171	37	140	30	455	99
LOCAL HISTORY								
In person	0	0	17	5		0	17	5
Letters written	0	0	11	11		0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	28	2	31	3	27	2	86	7
VCR Use	3	0	0	0	0	0	3	0
Microforms	10	1	44	6	0	0	54	7
CD ROM/Online databases	139	12	142	12	10	1	291	24
Typewriter use	2	0	0	0	0	0	2	0
Other equipment used	10	3	0	0	1	0	11	4
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	8	5	36	24	0	0	44	29
Notarized documents	11	3	3	1	1	0	15	4
Meeting Room Use (no. of groups)	60	20	27	9	26	9	113	38
Study room use	26	2	20	2	2	0	48	4
INTERLIBRARY LOANS								
Requests made for:	68	17	82	21	21	5	171	43
Items rec'd for:	87	44	52	26	27	14	166	83
Items requested by other libraries	2		3		4		9	
Items supplied to other libraries	2	1	3	2	4	2	9	5

REGISTRATIONS

Total Borrowers	7903	8081	3229	19213
Non-resident, paying	10	24	0	34
PLAC card users	0	2	0	2
Reciprocal borrowers	457	287	25	769

PROGRAMS

Programs for all ages	1	6	0	0	0	1	6	
Children's Programs (0-13)	16	96	31	186	5	30	52	312
Number attending	242		313		47		602	
YA Programs (14-17)	2	12	1	6		0	3	18
Number attending	36		3				39	
Adult Programs	5	30	14	84	1	6	20	120
Number attending	233		183		9		425	
Senior Citizen Programs	1	6	7	42	1	6	9	54
Number attending	24		67		5		96	
Total Number of Programs	25	150	53	318	7	42	85	510
Total Persons Attending	535		566		61		1162	
Total Attending Same Month Last Yr.	795		415		277		1487	
Total Staff Hours Spent		292		475		106		872
Hours Spent Same Month last year		366		417		212		995

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4725	59.8%	4717	58.4%	2041	63.2%	11483	59.8%
Corporate	9	0.1%	25	0.3%	6	0.2%	40	0.2%
Juvenile 0-11	1699	21.5%	1587	19.6%	704	21.8%	3990	20.8%
Nonresident No Fee	83	1.1%	245	3.0%	56	1.7%	384	2.0%
Nonresident Fee	10	0.1%	24	0.3%		0.0%	34	0.2%
Reciprocal	457	5.8%	2	0.0%	25	0.8%	484	2.5%
School	9	0.1%	287	3.6%	6	0.2%	302	1.6%
St. Joseph College	1	0.0%	81	1.0%		0.0%	82	0.4%
State Library Card		0.0%	217	2.7%		0.0%	217	1.1%
Staff	29	0.4%	62	0.8%	13	0.4%	104	0.5%
YA 12-17	881	11.1%	834	10.3%	378	11.7%	2093	10.9%
Total	7903		8081		3229		19213	
All items borrowed by nonresidents	560	7.1%	856	10.6%	87	2.7%	1503	7.8%

Salary Ordinance 2002

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date	Step Date(s)
Feicht, Emily	Page	\$6.05	10	R	5/4/02	2
Kaeb, Georgiann	Page	5.75/5.85/5.95/6.05		W	Res. 3/14/02	1a,b,c,2
Longstreth, Marilyn	Page	5.75/5.85	10	W	4/1/02	1a,b,c
Morris, Beth	Clerk	\$7.00	10	R	5/6/02	1a,b,c
Prohosky, Melinda	Page	5.75/5.85/5.95	10	R	Res. 3/02	1a,b,c

Georgiann Kaeb and Melinda Prohosky have resigned as pages at Wheatfield and Rensselaer, respectively. Marilyn Longstreth is taking Georgiann's place. Emily Feicht will be taking Melinda Prohosky's place, working just for the summer. Emily worked for us previously and is now in college. Beth Morris is a former Rensselaer page who will become a clerk when our clerk, Nathan Plant, leaves after graduation from college.

We have examined and approved the changes in the salary ordinance. Dated April 8, 2002.

Susan Deardorff

Timothy M. Schult

Mark Heiring

John A. Hays

Gene-Maine Egan

John D. Ayer

JASPER COUNTY PUBLIC LIBRARY REFERENCE ACTIVITY REPORT

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Week of March 18-23, 2002				
REFERENCE QUESTIONS				
Telephone: Directional	121	170	50	341
Telephone: Reference	74	103	15	192
In-person: Directional	126	197	158	481
In-person: Reference	135	186	69	390
Total	456	656	292	1404
COPIES MADE FOR PATRONS	23	29	99	151

Monthly Equivalent for January through March 2002				
REFERENCE QUESTIONS				
Telephone: Directional	504	708	208	1421
Telephone: Reference	308	429	63	800
In-person: Directional	525	821	658	2004
In-person: Reference	563	775	288	1625
Total	1900	2733	1217	5850
COPIES MADE FOR PATRONS	96	121	413	629

Monthly Equivalent for January through March 2001				
REFERENCE QUESTIONS				
Telephone: Directional	454	646	283	1383
Telephone: Reference	258	292	50	600
In-person: Directional	458	1058	488	2004
In-person: Reference	621	604	413	1638
Total	1791	2600	1234	5625
COPIES MADE FOR PATRONS	108	63	188	359

MEMORANDUM

Building Insurance

Summary: We received two insurance proposals. The board must accept one of these proposals at the April board meeting. I recommend that we accept the proposal of Consolidated Insurance, Inc. for insurance under Zurich U.S. Small Business. The cost would be \$29,671. We would have \$1000 deductible on property, \$500 deductible on Boiler and Machinery and on Inland Marine (computers and Milroy collection), no deductible on Crime, or Glass, \$250 deductible on Automobile, and we have a \$1,000,000 Umbrella Policy which we did not previously have.

Discussion: Our consultant, Mike McCormick, says both are good proposals. The companies have A (Excellent) ratings according to Best. They cost, however, \$19,500 to \$22,961 MORE than we budgeted for insurance this year. Partly this is because we increased the replacement value estimates on our buildings and contents (as we should have done before). Partly this is because insurance costs are escalating fast after September 11. Partly this is because we have a poor Claims History because of our ice damming and heating system problems.

In arriving at final figures for my recommendation to you, I changed the \$500 property insurance deductible to \$1000 and saved us \$1,378. I added the \$301 additional cost for raising the limit on the value of the Wheatfield building as per Zurich's requirements. At Mike's suggestion, I priced changing our boiler and machinery coverage from a \$500 deductible to a \$1000 deductible. We would save \$34. It isn't worth changing!

I eliminated earthquake coverage for a \$2,985 savings (Mike did not put earthquake coverage into the totals on the attached comparison chart). When we originally purchased this coverage, the cost was nominal. In today's climate, that cost has escalated. Mike said that if we lived closer to Evansville (i.e. closer to the New Madrid Fault with Missouri epicenter) he would recommend keeping that, but thought the risk of eliminating the coverage would be small for a library in our area.

Please note that the \$1,259 for Director's & Officers Liability Insurance is not part of the Zurich quote. We purchase this through Indiana Library Federation. It is listed in

that column because D & O Insurance *is* included in the Bliss/McKnight quote and needed to be listed here to show a true comparison of the cost of our insurance.

Drawbacks to the Zurich policy are that we cannot have "blanket coverage". Blanket coverage means that if a disaster at one library somehow went above the replacement costs established in the policy, we could still get the full amount as long as the cost is not higher than the total listed value for *all* 3 libraries. Mike did not feel this was a big problem, since our buildings and contents are fairly accurately valued. Inland Marine has a \$500 deductible rather than the \$250 deductible we requested.

The Bliss McKnight policy includes blanket coverage, but not an umbrella policy. Instead they increased the limits of the policies for a small additional charge. Earthquake coverage is not offered (but, of course, I am recommending that we opt out of this coverage anyway). The deductible for Boiler & Machinery would be \$1000 instead of \$500. They do not include elevator liability insurance. They do not cover physical damage to hired autos (if we went to a conference and leased a car). Their policy costs \$3,500 more than the Zurich policy.

Vote: To accept the proposal of Consolidated, Inc. for a policy underwritten by Maryland Casualty Company, member of the Zurich Financial Services Group, with the following changes:

- ___ \$1000 property insurance deductible instead of \$500
- ___ No earthquake coverage
- ___ Raise the limit of insurance on the Wheatfield location to \$751,755

**JASPER COUNTY PUBLIC LIBRARY
INSURANCE 2002-2003**

<u>COVERAGES</u>	<u>CONSOLIDATED, INC. ZURICH</u>	<u>MW INSURANCE BLISS/MCKNIGHT</u>
Property	\$25,876.00	\$26,178.00
Boiler & Machinery	\$ 1,982.00	\$ 1,090.00
Inland Marine	Included	\$ 2,128.00
Glass	Included	Included
Crime	Included	\$ 135.00
General Liability	\$ 1,634.00	\$ 2,813.00
Automobile	Included	\$ 93.00
Workers Compensation	\$ 3,604.00	\$ 2,909.00
Umbrella	\$ 250.00	⁹ \$ 115.00
Director's & Officers Liability	¹⁰ \$ 1,259.00	<u>Included</u>
(Package Credit)	<u>- 2,598.00</u>	
TOTAL ANNUAL PREMIUM	\$32,007.00	\$35,461.00
Earthquake is available only through Zurich at a premium of	\$ 2,985.00	

⁹ **Bliss** – They did not quote an umbrella but just increased the limits of the policies.

¹⁰ **Directors & Officers Liab.** - The \$1,259.00 is the current policy premium thru the library's association.

JASPER COUNTY PUBLIC LIBRARY PROPOSAL COMPARISON

<u>Specifications</u>	<u>Consolidated, Inc. Zurich</u>	<u>MW Insurance Bliss McKnight</u>
<i>Property:</i>		
Blanket Limit \$6,987,628		
\$500 deductible		
90% Coinsurance		
Replacement Cost	¹ \$25,876.00	\$26,178.00
Earthquake Coverage	\$ 2,985.00	Did not quote
\$1000 deductible	- \$ 1,378.00	- \$ 221.00
<i>Boiler & Machinery:</i>		
		<u>Hartford</u>
Limit -		
Loc #1 - \$3,286,043		
Loc #2 - \$3,267,983		
\$500 deductible	\$ 1,982.00	² \$ 1,090.00
<i>Inland Marine:</i>		
		<u>Bliss/Pekin Ins.</u>
Computer Equipment		
Loc #1 - \$112,440		
Loc #2 - \$ 63,070		
Loc #3 - \$ 41,560		
Fine Arts		
Limit \$100,000		
\$250 deductible	³ Included	⁴ \$ 2,128.00

¹ Zurich – Buildings and Business Personal Property is not on a blanket limit. They list each location separately. They also believe that the Wheatfield location is underinsured. If they would write, the limit on this building would have to be raised to \$751,755. *Raised to \$677,500 (90% of \$751,755) = additional \$ 301*

² Hartford – To include all three buildings under the boiler coverage the annual premium for all locations would be \$1,516.00. The deductible quote is \$1,000.

³ Zurich – The deductible for the inland marine is \$500.

<u>Specifications</u>	<u>Zurich</u>	<u>Bliss McKnight</u>
<i>Glass:</i>		
As per schedule	Included	Included
<i>Crime:</i>		
Blanket Faithful Performance		
Limit \$25,000		
No Deductible	Included	\$ 135.00
<i>General Liability:</i>		
General Agg. \$2,000,000		
Prod/Comp Ops Agg. \$2,000,000		
Personal Injury \$1,000,000		
Each Occurrence \$1,000,000		
Fire Damage \$ 50,000		
Medical Payments \$ 5,000	\$ 1,634.00	⁵ \$ 2,813.00
<i>Automobile:</i>		
Hired & Nonowned		
Auto Liability \$1,000,000		
Hired Physical		
Damage \$ 25,000		
\$ 250 ded.	Included	⁶ \$ 93.00
<i>Workers Compensation:</i>		
Limits: \$100/\$500/\$100		
Payroll: Library \$720,861		
Janitorial \$ 44,317	\$ 3,604.00	\$ 2,909.00

⁴ **Bliss/Pekin** – The fine arts would be covered under Pekin Insurance.

⁵ **Bliss** – No elevator liability coverage.

⁶ **Bliss** – No Hired Physical Damage Coverage available.

R16

<u>Specifications</u>		<u>Zurich</u>	<u>Bliss McKnight</u>
<i>Umbrella:</i>			
Limit	\$1,000,000	\$ 250.00	⁷ Did not quote
<i>Director & Officers Liability:</i>		<u>Executive Risk</u>	
Limit	\$2,000,000	⁸ \$ 1,259.00	Included

⁷ Bliss – Did not quote an umbrella but gave us a quote increasing the limits - \$115.00.

⁸ Executive Risk - This is the current policy of the library thru their association.

MEMORANDUM

Personnel Policy

Summary: The Policy Committee is recommending several small changes in Personnel Policy wording. One change eliminates mention of an employee's "regularly" scheduled work days, because we do not encourage staff to consider that they have a *right* to a *certain* day off each week. They work when the library needs them. Removing that word does not change the meaning of the sentence.

One change allows us to hire pages who are 15 years old, as long as we do not expect them to work after 7:00 PM which would be against Fair Labor Standards Act rules.

The Policy Committee discussed changing the statement prohibiting a relative of a board or staff member from working at the library. They decided they want to leave that rule in place, for many good reasons. If a special circumstance arises, they want the board to make a decision on a case by case basis.

Discussion: Those portions of the Personnel Policy where changes are recommended are highlighted on R ____.

Hiring relatives of staff or board: You will remember that we made an exception to our policy of not hiring close relatives of staff, by agreeing to hire a substitute custodian who works less than 10 hours per month. The board recommended that the subject be revisited when the Personnel Policy came up for review.

Vote:

PERSONNEL POLICY

-
6. Close relatives of Board members and staff shall not be employed by the Library.

SALARIES

4. Explanation of Schedule

4.1 Each position includes several steps. New employees will normally be hired at Step 1 in the appropriate classification. The time required to the next step is as follows:

First three months: Step 1 (change to 1a)	After 5 years: Step 6
Next three months: Step 1.25 (change: 1b)	After 6 years: Step 7
Second six months: Step 1.5 (change: 1c)	After 7 years: Step 8

.....

4.2 The first six months of employment is an orientation period.....
..... S/he will then advance from Step 1a to Step 1b in the salary scale. An unsatisfactory rating at any time during the orientation period may result in immediate termination.

.....

9. Salary Classifications

Page: Must be 16 (change to: 15) years old. If expected to work beyond 7:00 PM, they must be 16. Shelves books, straightens shelves. May also work at the circulation desk.

BENEFITS

.....

3. Holidays

3.3 If the holiday falls on the employee's regular (omit "regular") day off, that employee is granted equivalent time off with pay to be taken within the pay period.

6. Excused absences

6.1 An excused absence with pay may be granted by the Director or his/her designee to any employee working an average of 32 hours or more per week.

Excused absences are granted when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued compensatory time, vacation leave, or sick leave. Any employee who is on sick or vacation leave when library is closed for such stated emergencies will be charged with his/her sick or vacation leave as if the library were open for business. If the library closes for such emergencies on an employee's regularly scheduled (omit "regularly scheduled") day off, the employee will not receive another day off. Employees working fewer than 32 hours per week have the option to make up any lost time.

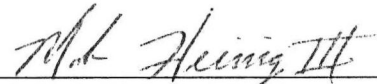
.....

Adopted 10/93; revised 4/94; 5/95;8/95; 4/96; 6/96; 4/98; 4/99; 4/00;
4/01;draft 4/02

CERTIFICATE

I, the undersigned, Mark Heinig III, Secretary of the Jasper County Public Library Board of Trustees, Jasper County, Indiana, do hereby certify to the auditor of Jasper County that the attached is a complete transcript of the proceedings had with respect to the 2003-2005 Library Capital Projects Fund Plan adopted by the Board of Trustees of the Jasper County Public Library, at a meeting held on April 8, 2002.

Dated this 8th day of April, 2002.

A handwritten signature in cursive script, reading "Mark Heinig III", is positioned above a horizontal line.

Mark Heinig III, Secretary

RESOLUTION TO ADOPT LIBRARY CAPITAL PROJECTS FUND PLAN

This resolution is adopted by the Library Board of the Jasper County Public Library of Jasper County, Indiana.

Whereas, a Library Capital Projects Fund has been established; and

Whereas, the Library Board is required under IC 20-14-13-5 to adopt a plan with respect to the Library Capital Projects Fund; and

Whereas, the Library Board held a public hearing on the plan on April 8, 2002 at the DeMotte Public Library, 901 Birch St. SW, DeMotte, IN 46310;

THEREFORE, BE IT RESOLVED, by the Library Board that the plan entitled **Jasper County Public Library Capital Projects Fund 2003-2005** is hereby incorporated by reference into this resolution, and is adopted as the Library Board's plan with respect to the Library Capital Projects Fund.

BE IT FURTHER RESOLVED that the Library Board will submit a certified copy of this resolution (including the adopted plan) to the Jasper County Council for review and the Indiana State Board of Tax Commissioners under IC 20-14-13-7.

Adopted this 8th day of April, 2002, by the following AYE and NAY vote:

AYE

Susan Quardoff
Timothy M. Schuch
Mark Heinig
Joan R. Floyd
Genevieve Egan
Shirley A. [unclear]

NAY

ATTEST:

Mark Heinig

Mark Heinig, Secretary of Library Board

JCPL FINANCIAL STATEMENT

March 31, 2002

	<u>Beginning 2001 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$629,140.15	\$106,221.78	\$394,300.56	\$3,961.11	\$68,597.13	\$303,436.72
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00	\$25.00
Gift Fund	\$3,572.06	\$477.01	\$1,715.88	\$1,050.00	\$2,591.38	\$4,447.56
DeMotte	\$479.94	\$14.00	\$558.79	\$783.34	\$1,574.72	\$1,495.87
Rensselaer	\$2,252.64	\$433.37	\$790.75	\$258.33	\$1,008.33	\$2,470.22
Wheatfield	\$839.48	\$29.64	\$366.34	\$8.33	\$8.33	\$481.47
Library Improvement Reserve Fund	\$47,593.91	\$0.00	\$0.00	\$60.02	\$171.40	\$47,765.31
Bond & Interest Redemption Fund	\$110,881.49	\$0.00	\$0.00	\$0.00	\$0.00	\$110,881.49
Includes Investments of:						
Capital Projects Fund	\$231,687.24	\$1,028.00	\$2,166.24	\$404.89	\$1,343.43	\$230,864.43
Includes Investments of:						
Hospitality Fund	\$0.00	\$0.00	\$0.00	\$12.68	\$12.68	\$12.68
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$4,802.33	\$15,156.56	\$4,802.33	\$15,156.56	\$0.00
FICA Tax Collected	\$0.00	\$4,421.88	\$13,709.48	\$4,421.88	\$13,709.48	\$0.00
State Tax Collected	\$1,844.37	\$2,094.99	\$5,905.16	\$1,911.25	\$5,972.04	\$1,911.25
County Tax Collected	\$507.51	\$585.56	\$1,637.12	\$531.47	\$1,661.08	\$531.47
Deferred Comp.	\$0.00	\$3,313.94	\$9,147.91	\$3,313.94	\$9,147.91	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,132.86	\$9,400.58	\$3,132.86	\$9,400.58	\$0.00
Employee Health/Life Insur.	\$0.00	\$17.80	\$58.40	\$17.80	\$58.40	\$0.00
Employee P.E.R.F.	\$5,086.23	\$0.00	\$5,086.23	\$1,953.03	\$5,601.28	\$5,601.28
Credit Union	\$0.00	\$350.00	\$1,050.00	\$350.00	\$1,050.00	\$0.00
TOTAL ALL FUNDS.....	\$1,030,522.96	\$126,446.15	\$459,334.12	\$25,948.26	\$134,498.35	\$705,687.19

Bank Balances
Jasper County Public Library
Report as of: 03/31/2002

<i>Bank</i>		
1	Peoples State Bank	\$648,934.70
2	Demotte State Bank	\$8,777.18
3	Lafayette Bank & Trust-LIRF	\$47,765.31
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$705,687.19</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

*Appropriation Report for***100 OPERATING FUND***Jasper County Public Library**Report Date: From 03/01/2002 To 03/31/2002*

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$48,776.00	\$0.00	\$48,776.00	\$4,064.66	\$12,128.98	\$36,647.02	24.9
1.12 SALARY OF ASSISTANTS	\$672,085.00	\$0.00	\$672,085.00	\$53,789.71	\$167,159.58	\$504,925.42	24.9
1.13 WAGES OF JANITORS	\$44,317.00	\$0.00	\$44,317.00	\$3,080.38	\$9,318.64	\$34,998.36	21.0
1.21 EMPLOYER'S SHARE-FICA	\$58,446.00	\$0.00	\$58,446.00	\$4,421.88	\$13,709.48	\$44,736.52	23.5
1.22 UNEMPLOYMENT COMPENSATION	\$513.00	\$0.00	\$513.00	\$0.00	\$226.70	\$286.30	44.2
1.23 EMPLOYER'S CONTRIB.- PERF	\$37,372.00	\$0.00	\$37,372.00	\$0.00	\$7,647.57	\$29,724.43	20.5
1.24 EMPLOYER'S CONTRIB.- INS.	\$34,848.00	\$0.00	\$34,848.00	\$3,540.01	\$10,608.38	\$24,239.62	30.4
1.31 OTHER PERSONAL SERVICES	\$750.00	\$0.00	\$750.00	\$0.00	\$107.25	\$642.75	14.3
Subtotal	\$897,107.00		\$897,107.00	\$68,896.64	\$220,906.58	\$676,200.42	24.6
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$0.00	\$52.09	\$697.91	6.9
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$1,815.78	\$4,684.22	27.9
2.21 CLEANING & SANITATION SUPPLIES	\$4,200.00	\$0.00	\$4,200.00	\$625.80	\$968.80	\$3,231.20	23.1
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$135.75	\$238.19	\$3,761.81	6.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$107.49	\$107.49	\$1,092.51	9.0
2.32 PAINT AND PAINTING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$12,615.00	\$0.00	\$12,615.00	\$1,502.09	\$2,510.06	\$10,104.94	19.9
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$67.68	\$82.32	45.1
Subtotal	\$30,275.00		\$30,275.00	\$2,371.13	\$5,760.09	\$24,514.91	19.0
<i>3. Other Services and Charge</i>							
3.12 ENGINEERING & ARCH. SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$536.50	\$5,463.50	8.9
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$468.29	\$1,330.88	\$5,669.12	19.0
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$890.00	\$4,110.00	17.8
3.23 MILEAGE	\$8,000.00	\$0.00	\$8,000.00	\$356.25	\$2,489.62	\$5,510.38	31.1
3.24 PROFESSIONAL MEETINGS	\$9,000.00	\$0.00	\$9,000.00	\$278.02	\$3,312.53	\$5,687.47	36.8
3.25 FREIGHT	\$3,400.00	\$0.00	\$3,400.00	\$133.66	\$454.53	\$2,945.47	13.4
3.26 NETWORKING	\$5,500.00	\$0.00	\$5,500.00	\$990.24	\$4,557.48	\$942.52	82.9
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$76.01	\$1,423.99	5.1
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$125.00	\$150.00	\$400.00	27.3
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$100.00	\$100.00	50.0
3.42 OTHER INSURANCE	\$12,500.00	\$0.00	\$12,500.00	\$0.00	\$1,423.00	\$11,077.00	11.4
3.51 GAS	\$36,000.00	\$0.00	\$36,000.00	\$2,964.68	\$8,140.69	\$27,859.31	22.6
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$4,385.71	\$10,288.96	\$35,711.04	22.4
3.53 WATER	\$950.00	\$0.00	\$950.00	\$59.85	\$219.15	\$730.85	23.1
3.54 WASTE DISPOSAL SERVICES	\$2,365.00	\$0.00	\$2,365.00	\$174.26	\$576.13	\$1,788.87	24.4
3.61 BUILDING & STRUCTURES	\$46,000.00	\$50,845.50	\$96,845.50	\$3,776.10	\$64,708.58	\$32,136.92	66.8
3.62 EQUIPMENT	\$2,000.00	\$0.00	\$2,000.00	\$118.00	\$118.00	\$1,882.00	5.9

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$230.00	\$0.00	\$230.00	\$59.95	\$111.85	\$118.15	48.6
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$50.00	\$2,900.52	(\$300.52)	111.6
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$39.64	\$60.36	39.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$51,872.00	\$0.00	\$51,872.00	\$1,759.80	\$12,075.36	\$39,796.64	23.3
Subtotal	\$309,087.00	\$50,845.50	\$359,932.50	\$15,699.81	\$114,499.43	\$245,433.07	31.8
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$19,685.00	\$0.00	\$19,685.00	\$459.90	\$800.44	\$18,884.56	4.1
4.51 BOOKS	\$145,400.00	\$0.00	\$145,400.00	\$9,661.46	\$33,139.22	\$112,260.78	22.8
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$0.00	\$1,228.45	\$22,771.55	5.1
4.53 NONPRINTED MATERIALS	\$56,350.00	\$0.00	\$56,350.00	\$9,132.84	\$17,966.35	\$38,383.65	31.9
Subtotal	\$245,435.00		\$245,435.00	\$19,254.20	\$53,134.46	\$192,300.54	21.6
Grand Total	\$1,481,904.00	\$50,845.50	\$1,532,749.50	\$106,221.78	\$394,300.56	\$1,138,448.94	25.7

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
03/05/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$10,966.50	PFEEF - Prec. Control A/P#57, Pd 1/14
03/05/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$39,879.00	PFEEF - Area Sheet Metal A/P#20, Pd 1/14

Voucher List**Jasper County Public Library****Report Date: From 03/01/2002 To 03/31/2002**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
20753	157	4-COUNTY SUPPLY	03/11/2002	Bathroom Stool Repair Kit	\$24.16
20754	158	A & N Books	03/11/2002	Books	\$241.56
20755	159	ABC SCHOOL SUPPLY INC.	03/11/2002	Craft Supplies	\$43.08
20756	160	ACE HARDWARE	03/11/2002	Humidifier Filters @ Wh. Lib.	\$9.99
20757	161	ALCO DISCOUNT STORE #290	03/11/2002	Paint for ch. Crafts @ DeM. Lib.	\$3.49
20758	162	BAKER & TAYLOR	03/11/2002	Books, continuations, automatically yours, non-print, etc.	\$8,989.66
20759	163	BARNES & NOBLE	03/11/2002	Books, audiobooks	\$910.28
20760	164	BEST BUY CO., INC.	03/11/2002	Videos, CD's, CD-Roms, DVDs	\$1,322.15
20761	165	BETTER CONTAINERS MFG.	03/11/2002	Love My Library plastic bookbags	\$255.18
20762	166	CALIFORNIA LANGUAGE LAB	03/11/2002	Videos	\$164.30
20763	167	CULLIGAN	03/11/2002	Water cooler rental-March	\$9.95
20764	168	DEMCO	03/11/2002	Polyfit Book Jackets, Subj Classification labels, bookmarks, posters, periodical cards, etc.	\$683.76
20765	169	DEMOTTE CHAMBER OF COM	03/11/2002	DeMotte Expo booth, 3/23/02	\$75.00
20766	170	DIANA KOOY	03/11/2002	Mileage, 2/5-3/4/02	\$42.34
20767	171	FASE'S WATER TREATMENT	03/11/2002	Redout	\$97.50
20768	172	GALE GROUP	03/11/2002	Something about the Author - continuations	\$124.71
20769	173	GOODWIN FIRE EQUIPMENT,	03/11/2002	New Fire Extinguishers-Mtg. Room & T.S.	\$390.00
20770	174	HP PRODUCTS CORP.	03/11/2002	Paper products, vandal mark remover, stainless steel cleaner, window cleaner, etc.	\$693.57
20771	175	HERITAGE OFFICE PRODUCT	03/11/2002	Mita 3055 Copy Machine repairs-Rens.	\$118.00
20772	176	GATEWAY LEARNING CORPO	03/11/2002	Hooked On Phonics- Wh. Lib.	\$139.90
20773	177	INCOLSA	03/11/2002	Databases: First Search; Wheels Contract; Membership Dues; 6/18 Workshop (7)	\$1,211.25
20774	178	INGRAM	03/11/2002	Paperback books	\$64.67
20775	179	INSPIRATIONAL BOOK DISTRI	03/11/2002	Christian books	\$32.77
20776	180	JACKIE SAXON	03/11/2002	Mileage	\$29.20
20777	181	JAMES D. LOWER	03/11/2002	Snow Removal @ Wh. Lib.-January '02	\$100.00
20778	182	JENNIFER L. EVERS	03/11/2002	Mileage-Mgmt Mtg.	\$16.06
20779	183	KATHRYN B. WEED	03/11/2002	Mileage-Spanish Outreach Program	\$10.95
20780	184	KINETIC VIDEO.COM	03/11/2002	Videos	\$89.85
20781	185	KIRBY RISK CORPORATION	03/11/2002	GE Bulbs-small décor lights	\$23.82
20782	186	LANDMARK AUDIOBOOKS	03/11/2002	Annual Lease Contract for Audiobooks	\$3,450.00
20783	187	LEARNINGEXPRESS, LLC	03/11/2002	LearnATest.com Online Subscription	\$995.00
20784	188	LISA DAVIS	03/11/2002	Mileage-Marketing Mtg	\$16.06
20785	189	OMNIGRAPHICS, INC.	03/11/2002	WebSite Sourcebook	\$144.45
20786	190	ON CUE #6106	03/11/2002	CD's & Book	\$41.72
20787	191	PATTY STRINGFELLOW	03/11/2002	Phone calls, Mileage	\$246.34
20788	192	PBS	03/11/2002	Videos	\$109.64
20789	193	PEGGY WOODS	03/11/2002	AV Shopping Trip Expenses	\$10.59
20790	194	PLATINUM PLUS FOR BUSINE	03/11/2002	Headphones, Ch. Craft Supplies	\$403.07
20791	195	POSTMASTER	03/11/2002	DeMotte Library PO Box rental-annual	\$50.00
20792	196	PRECISION CONTROL SYSTE	03/11/2002	DeMotte:PFEEF Project toilet vent, Leaky valve repair, fusible link in attic fire damper. Rens: Manual shut off valve leak repair, raised CFMs in Mtg & sm Study Rooms	\$3,216.10
20793	197	QUILL	03/11/2002	Contact Paper	\$254.55
20794	198	REBECCA GIBSON	03/11/2002	Books, counterparts mtg. Expense	\$185.17
20795	199	RECORDED BOOKS, LLC	03/11/2002	Replacement tapes, Audiobooks	\$381.15
20796	200	REGENT BOOK CO., INC.	03/11/2002	Continuations-BH&G Traditional Home Series	\$11.48
20797	201	RELIABLE EXTERMINATORS,	03/11/2002	Qtlly Pest Control @ Rens.	\$75.00

Printed on Friday, March 29, 2002

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20798	202	RENS./REMINGTON CHAMBER	03/11/2002	Life Style Expo 2002 booth	\$50.00
20799	203	RUSSELL R. SESSIONS	03/11/2002	Snow Removal-Feb'02 @ DeMotte Lib.	\$245.00
20800	204	SECURITY COURIERS CORP.	03/11/2002	Feb Courier Service b/w branches	\$957.40
20802	205	SELECTVIDEO	03/11/2002	Videos	\$192.54
20803	206	SENTIMENTAL PRODUCTIONS	03/11/2002	Videos	\$82.95
20804	207	SOURCEBOOKS, INC.	03/11/2002	Books	\$121.75
20805	208	SPRINT YELLOW PAGES	03/11/2002	Directory Advertising-March '02	\$70.75
20806	209	SUNCOAST #3009	03/11/2002	Videos	\$469.45
20807	210	TERRY J. FERRELL	03/11/2002	Parking Lot Snow removal @ Wh.	\$120.00
20808	211	THINK TANK NETWORKING TED	03/11/2002	ArcServer, Norton Anti-virus, Cisco Memory upgrade	\$1,090.24
20809	212	TYSEN'S COUNTRY GROCER	03/11/2002	DeM. Program Supplies-Chess Club, After-School, Adult Book Discussion, Pre-school Open House, Storytime	\$52.30
20810	213	UNIQUE MANAGEMENT SERVI	03/11/2002	Collections for January '02 Placements & Secondary Placements	\$146.15
20811	214	JAMES D. LOWER	03/11/2002	Feb Snow Removal @ Wh. Lib.	\$40.00
0	215	PAYROLL	03/10/2002	PAYROLL	\$29,250.22
20812	216	ALIAC	03/10/2002	Deferred Compensation Plan 10 Mar '02	\$1,656.97
20813	217	ANTHEM BLUE CROSS AND B	03/10/2002	Health Insurance Premiums MAR '02	\$6,460.32
20814	218	LA-PORTER FEDERAL CREDIT	03/10/2002	Withheld From Payroll 10 Mar '02	\$175.00
20815	219	NIPSCO	03/10/2002	Demotte Utilities 1/18 - 2/19/2002	\$2,296.48
20816	220	NORTHWESTERN INDIANA TE	03/10/2002	Local Phone Service Mar '02-Demotte	\$125.44
20817	221	SPRINT	03/10/2002	Feb '02 Long Distance Phone-D & W	\$53.83
20818	222	TOWN OF DEMOTTE	03/10/2002	Demotte Sewer Service-Jan '02	\$50.26
20819	223	TOWN OF WHEATFIELD SEW	03/10/2002	Wheatfield Sewer Service-Mar '02	\$41.05
20820	224	WAL-MART COMMUNITY BRC	03/10/2002	CD's, Video's,Headphones,Program Supplies-Rens. Children & Adult, Dem. Children & Adult	\$638.81
0	225	INTERNAL REVENUE SERVIC	03/11/2002	FICA & FED Taxes Withheld From Payroll 10 Mar '02	\$6,520.63
0	226	INDIANA DEPARTMENT OF RE	03/20/2002	State & County Tax Withheld Feb '02	\$2,680.55
20821	227	SPRINT	03/11/2002	Local Payphone, Dataline @ Rens.-March '02	\$559.60
0	228	PAYROLL	03/25/2002	PAYROLL	\$31,684.53
20822	229	ALIAC	03/25/2002	Deferred Comp Plan, 25 MAR 02 Payroll	\$1,656.97
20823	230	AFLAC	03/25/2002	Supplemental Insurance March 02	\$132.70
20824	231	ANTHEM LIFE	03/25/2002	Life Insurance Premium-April '02	\$97.65
20825	232	CITY OF RENSSELAER	03/25/2002	Rensselaer Utilities-2/8-3/11/02	\$2,228.40
20826	233	INCOLSA	03/25/2002	Overview of Inspire, Sessions 1 and 2, 7 registrations	\$140.00
20827	234	LA-PORTER FEDERAL CREDIT	03/25/2002	Withheld from 25 MAR 02 Payroll-	\$175.00
20828	235	MIDWAY ELECTRONICS	03/25/2002	March Service fee-Wireless Communications b/w DeM. & Rens. Libraries	\$420.00
20829	236	NIPSCO	03/25/2002	Wh. Library Utilities, 2/11-3/13/02	\$868.96
20830	237	SPRINT	03/25/2002	Local Phone Service-March '02, Wh. Library	\$137.50
20831	238	SPRINT	03/25/2002	Long Distance-2/25-3/7/02 Wh & DeM. Libraries	\$24.47
0	239	INTERNAL REVENUE SERVIC	03/26/2002	FICA & FED Taxes Withheld 25 MAR 02	\$7,125.46
20832	240	NIPSCO	03/25/2002	DeMotte Utilites-2/19-3/18/02 Service	\$2,099.35

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$126,446.15

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, March 29, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$126,446.15**

Date this 8th day of April, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

**Receipt Breakdown
March 31, 2002**

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:				
DeMotte	\$915.95	\$2,964.77	\$2,325.44	\$7,508.00
Rensselaer	\$866.60	\$2,838.09		
Wheatfield	\$542.89	\$1,705.14		
PHOTOCOPIES:			\$643.30	\$1,820.85
DeMotte	\$272.65	\$870.65		
Rensselaer	\$305.05	\$772.20		
Wheatfield	\$65.60	\$178.00		
CARDS:			\$2.00	\$8.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$2.00	\$8.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$990.37	\$4,075.35
Checking/Repurchase/Savings	\$990.37	\$4,075.35		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$0.00	\$55,184.93
Insurance	\$0.00	\$182.50		
Rebates/Refund	\$0.00	\$159.91		
LSTA Technology Grant	\$0.00	\$0.00		
Postage	\$0.00	\$0.00		
Reimbursements,PFEFF	\$0.00	\$50,845.50		
COBRA/FMLA Reimbursement	\$0.00	\$533.20		
Magazine Refunds	\$0.00	\$0.00		
Reimbursements	\$0.00	\$1,360.58		
Telephone refund	\$0.00	\$2,103.24		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$3,961.11	\$68,597.13
PLAC FUND:			\$25.00	\$25.00
GIFT FUNDS:			\$1,050.00	\$2,591.38
DeMotte	\$783.34	\$1,574.72		
Rensselaer	\$258.33	\$1,008.33		
Wheatfield	\$8.33	\$8.33		
LIBRARY IMPROVEMENT FUND:			\$60.02	\$171.40
BOND & INTEREST REDEMPTION FUND			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$404.89	\$1,343.43
Interest Earned	\$404.89	\$1,343.43		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
FOOD/HOSPITALITY FUND:			\$12.68	\$12.68
EXCESS FUND:			\$0.00	\$0.00
CELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$5,513.70	\$72,741.02

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:			\$20,434.56	\$61,757.33
FIT Tax Collected	\$4,802.33	\$15,156.56		
FICA Collected	\$4,421.88	\$13,709.48		
State Tax Collected	\$1,911.25	\$5,972.04		
County Tax Collected	\$531.47	\$1,661.08		
Deferred Comp Plan	\$3,313.94	\$9,147.91		
#125 Pre-tax Plan	\$3,132.86	\$9,400.58		
Life/Health Insurance	\$17.80	\$58.40		
PERF	\$1,953.03	\$5,601.28		
Credit Union	\$350.00	\$1,050.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$25,948.26	\$134,498.35

Voucher List**Jasper County Public Library****Report Date: From 04/01/2002 To 04/08/2002**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
20833	241	A & S PLUMBING & HEATING	04/08/2002	Replace Valve Assembly Drinking Fountain-Dem	\$228.00
20834	242	ACE HARDWARE	04/08/2002	Goo Gone,Pledge,Toilet Seat	\$54.24
20835	243	AMBER WHITED	04/08/2002	Mileage to Wheatfield(filled in during workshop)	\$8.03
20905	244	ANNE-MARIE EGAN	04/08/2002	Mileage-carpool to Merrillville (PLA)	\$81.40
20836	245	AUSTIN BOOK SALES	04/08/2002	Books	\$95.03
20837	246	BAKER & TAYLOR	04/08/2002	Books, Continuations, AY, AV Material & gift fund books	\$6,673.46
20838	247	BARNES & NOBLE	04/08/2002	Books	\$39.87
20839	248	BOWKER	04/08/2002	Books in Print Supplement	\$330.36
20840	249	CAMPBELL PRINTING COMPA	04/08/2002	Envelopes-Rens & Dem	\$214.25
20841	250	CHICAGO TRIBUNE	04/08/2002	Semi-Annual Subscription-Daily & Sun-Demotte	\$108.16
20842	251	CONDE NAST COLLECTION	04/08/2002	Flavors of Bon Appetit 2002	\$26.45
20843	252	CULLIGAN	04/08/2002	Water & cooler rental-Wheatfield	\$54.50
20844	253	DAVID ZIESE	04/08/2002	Repair electric water cooler, toilet flush valves,vacuum breaker & o-ring-Rens	\$184.58
20845	254	DAVIDSON TITLES INC.	04/08/2002	Books	\$4,905.95
20846	255	DEMCO	04/08/2002	Easels,Sign/Brochure holder,shelves,video,audio & CD cases, bags,labels,magazine rack,counter display unit	\$1,430.37
20847	256	DIANA KOOY	04/08/2002	Mileage-bank deposit, management mtg.,Pegasus workshop	\$18.98
20848	257	DIANE KROS	04/08/2002	Mileage-bank deposit,AV & book purchase trips,YA counterparts	\$24.82
20849	258	GA FOODS GROUP	04/08/2002	Management meeting supplies	\$18.04
20850	259	GAIL JUNG	04/08/2002	Rens. Petty Cash-Postage,folders,type ribbon,cards,batteries,keys,mtg. room supplies	\$37.89
20851	260	GAIL JUNG	04/08/2002	Mileage & expense-Management mtg., Counterparts mtg.	\$69.03
20852	261	GALE GROUP	04/08/2002	Newsmakers & Consumers Sourcebook	\$452.69
20853	262	GARNER ROOFING, INC	04/08/2002	Snowplowing-12/28/01,2/4,2/26,2/27,3/3,3/5, 3/25 & 3/26/02;Rens	\$487.50
20854	263	GROLIER PUBLISHING COMP	04/08/2002	2002 Encyclopedia Americana-Dem	\$1,015.43
20855	264	HERITAGE OFFICE PRODUCT	04/08/2002	5 Name Badges	\$47.50
20856	265	HIGHSMITH CO. INC.	04/08/2002	bookplates,boy & girl CD storage units-R	\$44.39
20857	266	INCOLSA	04/08/2002	Intro. To Windows NT Securty Workshop-4/5/02;Maxwell	\$20.00
20858	267	INDIANA DEPT.OF WORKFOR	04/08/2002	Unemployment Compensation	\$507.35
20859	268	INDIANA STATE LIBRARY	04/08/2002	PLAC card-Ferguson 3/9/02;Dem	\$25.00
20860	269	INGRAM	04/08/2002	Books	\$54.13
20861	270	JAMES D. LOWER	04/08/2002	March Snow Removal & Sidewalks-Wheat	\$120.00
20862	271	JASPER COUNTY HOSPITAL	04/08/2002	Quality Water Test-Demotte	\$15.00
20863	272	JANICE PEO	04/08/2002	Staff Development Day Expense-4/12/02	\$279.00
20864	273	JENNIFER L. EVERS	04/08/2002	Computers in Libraries Conference Expenses;3/12 - 3/16/02	\$34.35
20865	274	KATHRYN B. WEED	04/08/2002	Envelopes for Volunteer Appreciation Luncheon	\$12.40
20866	275	KEVIN GIBSON	04/08/2002	Replace lights, ceiling tiles, installed shelving, sign & door handle	\$50.00
20867	276	KIRBY RISK CORPORATION	04/08/2002	10 ft. Conduit	\$10.02
20868	277	KANKAKEE VALLEY POST NE	04/08/2002	Annual Subscription to 4/29/03-Rens	\$43.00
20869	278	LIBRARY VIDEO COMPANY	04/08/2002	Video-Bluesland	\$13.30
20870	279	LINDA THOMPSON	04/08/2002	Mileage-Marketing Mtg	\$5.84
20871	280	LISA DAVIS	04/08/2002	Mileage-Marketing Mtg 3/11/02	\$16.06
20872	281	LYNN DAUGHERTY	04/08/2002	PLA expenses 3/13-3/16/02,library visit expenses, book, INCOLSA Registration	\$1,496.02
20873	282	McCORMICK-METSKER AGEN	04/08/2002	Consulting for reviewing policies,preparing proposals & conference calls	\$600.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20874	283	MIDWAY ELECTRONICS	04/08/2002	April Service fee-Wireless Communication b/w Dem & Ren Libraries	\$420.00
20875	284	NADSC	04/08/2002	Used Car Guides-D, R, W	\$162.00
20876	285	NANETTE SPEACHT	04/08/2002	Mileage-Pegasus workshop-3/22/02	\$8.03
20877	286	NORTHWESTERN INDIANA TE	04/08/2002	Local Telephone Service April '02-Dem	\$129.56
20878	287	OOMS BROS. DISPOSAL SER	04/08/2002	Trash Disposal Demotte;4/01-6/30/02	\$58.30
20879	288	PATRICK R. OATIS	04/08/2002	Sign Language Classes April 9-May 14(21 participants)	\$255.00
20880	289	PATTY STRINGFELLOW	04/08/2002	Spanish That Works-book	\$10.00
20881	290	PLATINUM PLUS FOR BUSINE	04/08/2002	PLA & CIL Expenses & CD's	\$1,748.34
20882	291	POSTMASTER GENERAL	04/08/2002	stamps;2000-.34;100-.50;100-\$1.00	\$830.00
20883	292	PRECISION CONTROL SYSTE	04/08/2002	New Valve Body installed-Ren;Hot Water Reset,raised boiler temp,replaced valve & actuator-Dem	\$2,440.63
20884	293	PROQUEST INFORMATION & L	04/08/2002	Rens. Republican Microfilm;9/1 - 12/31/01	\$72.20
20885	294	PUBLIC EMPLOYEES' RETIRE	04/08/2002	1st Quarter Payment 2002	\$14,902.02
20886	295	QUILL	04/08/2002	post-it's,index tabs,rubber bands,color paper, disks,glue sticks,tape,toner & ink cart.,ruled pads	\$1,037.66
20887	296	REBECCA GIBSON	04/08/2002	door handle/push plate,wreath & decorative print,mileage;counterparts,mngmnt, budget mtgs.	\$138.68
20888	297	RECORDED BOOKS, LLC	04/08/2002	CD binders,replacement tape-What you owe me	\$123.65
20889	298	REGENT BOOK CO., INC.	04/08/2002	Better Homes & Garden Kitchen & Bath-Mar/Apr	\$11.48
20890	299	RELIABLE CORPORATION	04/08/2002	Color Paper	\$41.39
20891	300	ROBBINS LIBRARY INTERIOR	04/08/2002	Double face base brackets-Dem	\$156.00
20892	301	RUSSELL R. SESSIONS	04/08/2002	Mar '02;Snow Plowing, shovel & salt sidewalks-Dem	\$412.00
20893	302	SECURITY COURIERS CORP.	04/08/2002	Mar '02 Courier Service b/w branches	\$923.89
20894	303	SHEILA MAXWELL	04/08/2002	Mileage;CIL,mtgs & setups @ branches,counterparts mtg.-CIL expenses	\$463.00
20895	304	SOURCEBOOKS, INC.	04/08/2002	Books	\$59.71
20896	305	SPRINT YELLOW PAGES	04/08/2002	Directory Advertising April '02	\$70.75
20897	306	TERRY J. FERRELL	04/08/2002	Snow removal 3/5/02-Wheat	\$40.00
20898	307	TOWN OF DEMOTTE	04/08/2002	Demotte Sewer Service-Feb '02	\$50.26
20899	308	TOWN OF WHEATFIELD SEW	04/08/2002	Sewer Service Apr '02-Wheat	\$41.05
20900	309	TYSEN'S COUNTRY GROCER	04/08/2002	YA Counterparts mtg. Supplies	\$21.19
20901	310	UNIQUE MANAGEMENT SERVI	04/08/2002	Initial & Secondary Placements-Feb '02	\$195.83
20902	311	VIKING OFFICE PRODUCTS	04/08/2002	Color paper,markers,ink cartridges	\$197.98
20903	312	WALKER DISPLAY INC.	04/08/2002	Art Work Display Pieces	\$64.50
20904	313	WAL-MART COMMUNITY BRC	04/08/2002	Video's, Comp. Software, DVD's, CD's, Childrens supplies R & W	\$1,289.77

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$46,327.26

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, April 02, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$46,327.26

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

MAY

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting
Monday, May 13, 2002 7:00 PM
DeMotte Library

7:00 PM: Executive session to discuss job performance evaluation of an employee.
Board meeting will begin immediately following this executive session.

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of April board meeting (R 1)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance Revisions(R 7)
- D. Loan of Fendig painting (R 23)

General Business

- A. Annual Reports: DeMotte Library
- B. Architect selection for feasibility study (R 11-R 21)
- C. Relay for Life activities (R 26)
- D. Dedication of trees at Rensselaer (R 25)

Information

Action

Action

Discussion

Director's Report (R 23-R 27)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes April 8, 2002
 Meeting of the Jasper County Public Library Board 7:00 PM
 DeMotte Library

Present: Anne-Marie Egan, Mike Crawford, Sue Deardorff, Mark Heinig, Joan Floyd, Mari Anne Sayler, Tim Schultz, Lynn Daugherty, Gail Jung.

Capital Projects Hearing: The President allowed ample time for citizens present to voice their concerns regarding the library's Capital Projects Plan for 2003-2005. With no persons in attendance wishing to be heard, the public hearing session was closed.

Agenda/Consent Agenda: On a motion by M. Crawford, seconded by M. Heinig, the Consent Agenda and Agenda items including March Minutes, Financial Reports, Salary Ordinance Update, and Personnel Policy as presented, were approved unanimously.

Building Insurance: The Sep 11th incident, our claims history over the past several years, and updating replacement values for structures and contents were key factors in the significant increases for building insurance. Bids were submitted by MW Insurance Agency and Consolidated Insurance and reviewed by consultant, Mike McCormick. Bids are for only one year. To control costs the board agreed to increase the deductible from \$500 to \$1000 for property insurance, and to eliminate earthquake coverage. On a motion by M. Crawford, seconded by S. Deardorff, the board voted to accept the Consolidated Ins. proposal. Motion passed.

MariAnne Sayler joined the meeting.

Architect Selection: The board completed the architect interviews and narrowed their choice down to two after an extensive discussion of the qualities, responsiveness, and requirements they were seeking. Questions to be posed to Troyer were whose insurance company paid as a result of recent lawsuit; how much over cost is average project; and any extra costs for library consultant? They will also be asked for a list of libraries in which library consultant George Lawson had a role. Design Collaborative will be contacted to ask about using same jr. architect in the absence of the architect or different jr. architects; any time limit after the eleven-month audit for unresolved problems or for recurring problems after project is completed to correct. Library consultant Dick Debear's work in various libraries will be investigated.

Capital Projects Fund Plan Adoption: M. Crawford moved, seconded by M. Heinig, to adopt the CPF Plan as advertised. The plan will now go to the county council for approval.

Director's Report: Rising costs for insurance and funding of T1 line as a result of State Library losing funding for Technology are going to greatly affect this year's budget and

future budgets. Ways to finance these added expenses will be investigated thoroughly as we begin the budget process for 2003.

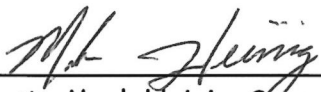
DeMotte Library's communication woes continue to be unresolved and patrons are beginning to express frustration and some anger. However, Midway Electronics is making some progress in resolving the stability of the wireless. NetNitco 219.com recommended connecting by wire to across the street to provide more speed. We should be ready to move on a decision within a week concerning 219.com.

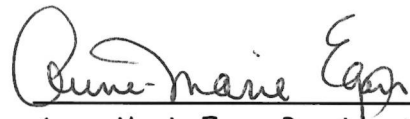
Waiting on one last quote for security cameras at DeMotte before selecting a vendor.

Director's Evaluation: Board members are to complete and send to the board president by April 15th. The evaluation will be presented during an executive session at the May board meeting to be held at DeMotte.

Future Agendas: DeMotte Library Annual Report, Architect selection and Director's Evaluation.

With no further business, the meeting adjourned on a motion by M. Crawford, seconded by S. Deardorff at 8:55 PM.


Attest: Mark Heinig, Secretary


Anne-Marie Egan, President

April 2002

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	52,633	63,198	31,026
Percent Increase/Decrease	16.7%	10.0%	13.8%

MONTHLY SYSTEM STATISTICS			
	2001	2002	% change
Circulation	21,952	24,876	13.3%
Jan. to date circulation	100,109	104,965	4.9%

Revised

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

APRIL 2002

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	121	26	116	25	129	28	366	79
LOCAL HISTORY								
In person	10	3	16	5		0	26	7
Letters written	1	1	10	10		0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	28	2	43	4	17	1	88	7
VCR Use	2	0	0	0		0	2	0
Microforms		0	81	11		0	81	11
CD ROM/Online databases		0		0		0	303	25
Typewriter use	4	0	2	0		0	6	0
Other equipment used	6	2	0	0		0	6	2
Tax Forms distributed	6348	63	7403	74	2356	24	16107	161
OTHER LIBRARY SERVICES USED								
Walking book visits	7	5	45	30		0	52	35
Notarized documents	4	1	2	1		0	6	2
Meeting Room Use (no. of groups)	80	27	33	11	33	11	146	49
Study room use	19	2	31	3	7	1	57	5
INTERLIBRARY LOANS								
Requests made for:	68	17	94	24	13	3	175	44
Items rec'd for:	49	25	95	48	15	8	159	80
Items requested by other libraries			1				1	
Items supplied to other libraries		0	1	1		0	1	1

REGISTRATIONS

Total Borrowers	7998	8138	3261	19397
Non-resident, paying	10	24	1	35
PLAC card users	0	2	0	2
Reciprocal borrowers	470	294	26	790

PROGRAMS

Programs for all ages	2	12	6	36	1	6	9	54
Children's Programs (0-13)	11	66	10	60	5	30	26	156
Number attending	227		183		44		454	
YA Programs (14-17)	3	18	0	0		0	3	18
Number attending	56		21				77	
Adult Programs	2	12	11	66	2	12	15	90
Number attending	87		134		32		253	
Senior Citizen Programs	1	6	2	12		0	3	18
Number attending	24		37		2		63	
Total Number of Programs	19	114	29	174	8	48	56	336
Total Persons Attending	394		375		78		847	
Total Attending Same Month Last Yr.	766		667		163		1596	
Total Staff Hours Spent		288		418		123		854
Hours Spent Same Month last year		305		305		128		738

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7444	72.1%	7322	69.3%	3280	76.5%	18046	71.7%
Corporate	14	0.1%	178	1.7%		0.0%	192	0.8%
Juvenile 0-11	1428	13.8%	1427	13.5%	385	9.0%	3240	12.9%
Nonresident No Fee	89	0.9%	189	1.8%	186	4.3%	464	1.8%
Nonresident Fee		0.0%	27	0.3%		0.0%	27	0.1%
Reciprocal	395	3.8%	259	2.5%	9	0.2%	663	2.6%
School	166	1.6%	34	0.3%		0.0%	200	0.8%
St. Joseph College		0.0%	212	2.0%	1	0.0%	213	0.8%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	493	4.8%	516	4.9%	334	7.8%	1343	5.3%
YA 12-17	298	2.9%	404	3.8%	91	2.1%	793	3.1%
Total	10327		10568		4286		25181	
All items borrowed by nonresidents	650	6.3%	721	6.8%	196	4.6%	1567	6.2%

CIRCULATION BY HOLDINGS CODE

April 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	10			10
Award Winner JFIC (DAJFIC)	4	2		6
Award Winner JNF (DAJNF)	3			3
Award Winner JPFIC (DAJBPF)				0
Award Winner YAFIC (DAYAF)	4	1		5
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	92	7		99
Books on CD (DBKCD)	32	1		33
Books on Tape (DBKT)	147	5	4	156
Compact Disc (DCD)	319	26	2	347
DVD	181	3		184
Equipment (DEQP)	3			3
See librarian (DERR)				0
Express Book (DEXP)	35			35
Fiction (DFIC)	1485	56	23	1564
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	177			177
Juv. Biography (DJBIO)	140	5	1	146
Juv. Book on CD (DJBKCD)	2			2
Juv. Book on Tape (DJBKT)	79			79
Juv. Compact Disc (DJCD)	30			30
Juvenile Easy (DJE)	1406	6		1412
Juv. Easy Reader (DJER)	297	4		301
Juv. Fiction (DJFIC)	281	7	1	289
Juv. Holiday books (DJHOL)	1			1
Juv. Magazine (DJMAG)	150			150
Juv. Music Cassette (DJMC)	10			10
Juv. Nonfiction (DJNF)	688	16	2	706
Juv. Nonfic Text Bk (DJNFTB)	24			24
Juv. Paperback fic (DJPBF)	280	3	4	287
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	81			81
Large Print Nonfic (DLPNF)	6			6
Magazine (DMAG)	779	2		781
Music Cassette (DMCAS)	1			1
Nonfiction (DNFIC)	1359	54	16	1429
Nonfiction VHS (DNFVHS)	63	1		64
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	9			9
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)	2			2
Reference Software (DRSW)	3			3
Spanish Collection (DSPA)	4	2		6

Software (DSWAR)	182	4		186
Vertical File (DVF)	15	2		17
VHS	948	6	2	956
YA Biography (DYAB)	9	1		10
YA Books on Tape (DYABKT)	6			6
YA Fiction (DYAF)	50	2	2	54
YA Nonfiction (DYANF)	43	6		49
YA Paperback Fic (DYAPBF)	101	8		109
Award Winner JBIO (RAJBIO)		6		6
Award Winner JE (RAJE)		6		6
Award Winner JFIC (RAJFIC)		11		11
Award Winner JNF (RAJNF)		1		1
Award Winner JPFIC (RAJPBF)		3		3
Award Winner YAFIC (RAYAF)		4		4
Award Winner YAPFIC (RAYPBF)		2		2
Biography (RBIO)	19	108	3	130
Books on CD (RBKCD)		32	3	35
Books on Tape (RBKT)	6	200	3	209
Compact Disc (RCD)	18	263	5	286
DVD		484		484
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		108		108
Fiction (RFIC)	43	1282	16	1341
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		6		6
Internet (RINTER)		379		379
Juv. Biography (RJBIO)		21	1	22
Juv. Book on CD (RJBKCD)				0
Juv. Book on Tape (RJBKT)	1	29		30
Juv. Compact Disc (RJCD)		18		18
Juvenile Easy (RJE)	19	1135	2	1156
Juv. Easy Reader (RJER)		196		196
Juv. Fiction (RJFIC)	10	412		422
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		13		13
Juv. Music Cassette (RJMC)		8		8
Juv. Nonfiction (RJNF)	9	872	5	886
Juv. Nonfic Text Bk (RJNFT)		1		1
Juv. Paperback fic (RJPBF)	1	305	1	307
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	3	38		41
Large Print Nonfic (RLPNF)		4		4
Magazine (RMAG)		278		278
Music Cassette (RMCAS)		1		1
Nonfiction (RNFIC)	35	1086	28	1149
Nonfiction VHS (RNFVHS)	1	74		75
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		8		8
Parent Shelf Ref (PREF)				0

Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	1	72		73
Software (RSWAR)		157		157
Vertical File (RVF)		5		5
VHS	12	1254	8	1274
YA Biography (RYAB)		12		12
YA Books on Tape (RYABKT)		9		9
YA Fiction (RYAF)	1	141	1	143
YA Nonfiction (RYANF)	2	109	2	113
YA Paperback Fic (RYAPBF)		121	2	123
Award Winner JBIO (WAJBIO)			1	1
Award Winner JE (WAJE)			2	2
Award Winner JFIC (WAJFIC)			2	2
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	4	4	29	37
Books on CD (WBKCD)	1		13	14
Books on Tape (WBKT)	3	11	71	85
Compact Disc (WCD)	5	4	169	178
DVD	2		185	187
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)				0
Fiction (WFIC)	40	27	615	682
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			183	183
Juv. Biography (WJBIO)	2	3	17	22
Juv. Book on CD (WJBKCD)		4		4
Juv. Book on Tape (WJBKT)	2		16	18
Juv. Compact Disc (WJCD)			7	7
Juvenile Easy (WJE)	6	2	521	529
Juv. Easy Reader (WJER)		2	79	81
Juv. Fiction (WJFIC)	4		91	95
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			44	44
Juv. Music Cassette (WJMC)				0
Juv. Nonfiction (WJNF)	8	11	248	267
Juv. Nonfic Text Bk (WJNFTB)				0
Juv. Paperback fic (WJPBF)	6		74	80
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)		2	5	7
Large Print Nonfic (WLPNF)		1		1
Magazine (WMAG)	4	1	218	223
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	41	22	570	633
Nonfiction VHS (WNFVHS)	1	1	39	41

Professional Coll. (WPROF)			1	1
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)			1	1
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)	1		17	18
Software (WSWAR)		3	95	98
Vertical File (WVF)			2	2
VHS	2	8	613	623
YA Biography (WYAB)		1	2	3
YA Books on Tape (WYABKT)			1	1
YA Fiction (WYAF)	2	2	31	35
YA Nonfiction (WYANF)		1	46	47
YA Paperback Fic (WYAPBF)	5	2	32	39
TOTAL	9861	9616	4177	23654

CIRCULATION BY HOLDINGS CODE
April 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	6	1	7
Award Winner JE (AJE)	10	6	2	18
Award Winner JFIC (AJF)	4	13	2	19
Award Winner JNF (AJNF)	3	1	0	4
Award Winner JPFC (AJPF)	0	3	0	3
Award Winner YAFIC (AYAF)	4	5	0	9
Award Winner YAPFC (YAYPBF)	0	2	0	2
Biography (BIO)	115	119	32	266
Books on CD (BKCD)	33	33	16	82
Books on Tape (BKT)	156	225	78	459
Compact Disc (CD)	342	293	176	811
DVD	183	487	185	855
Equipment (EQP)	3	0	0	3
See librarian (ERR)	0	0	0	0
Express Book (EXP)	35	108	0	143
Fiction (FIC)	1568	1365	654	3587
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	6	0	6
Internet (INTR)	177	379	183	739
Juv. Biography (JBIO)	142	29	19	190
Juv. Book on CD (JBKD)	2	4	0	6
Juv. Book on Tape (JBKT)	82	29	16	127
Juv. Compact Disc (JCD)	30	18	7	55
Juvenile Easy (JE)	1431	1143	523	3097
Juv. Easy Reader (JER)	297	202	79	578
Juv. Fiction (JFIC)	295	419	92	806
Juv. Holiday (JHOL)	1	0	0	1
Juv. Magazine (JMAG)	150	13	44	207
Juv. Music Cassette (JMC)	10	8	0	18

Juv. Nonfiction (JNF)	705	899	255	1859
Juv. Nonfic Text Bk (JNFT)	24	1	0	25
Juv. Paperback fic (JPBF)	287	308	79	674
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	84	40	5	129
Large Print Nonfic (LPNF)	6	5	0	11
Magazine (MAG)	783	281	218	1282
Music Cassette (MCAS)	1	1	0	2
Nonfiction (NFIC)	1435	1162	614	3211
Nonfiction VHS (NFVH)	65	76	39	180
Professional Coll. (PROF)	0	0	1	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	9	8	0	17
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	49	95	16	160
Ref. Magazine (RMAG)	2	0	0	2
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	6	74	17	97
Software (SWAR)	182	164	95	441
Vertical File (VF)	65	7	2	74
VHS	962	1268	623	2853
YA Biography (YAB)	9	14	2	25
YA Books on Tape (YABKT)	6	9	1	16
YA Fiction (YAF)	53	145	34	232
YA Nonfiction (YANF)	45	116	48	209
YA Paperback Fic (YAPBF)	106	131	34	271
				0
Free reads	279	595	132	1006
Puzzles			1	1
Talking books				0
Assignment Shelf Books				0
TOTAL	10236	10315	4325	24876

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1966	2108	791	4865
Nonfiction	1611	1455	680	3746
CHILDREN'S BOOKS				
Fiction	2324	2094	777	5195
Nonfiction	884	944	275	2103
YA BOOKS				
Fiction	163	283	68	514
Nonfiction	54	130	50	234
Magazines, Adult	785	281	218	1284
Magazines, Children	150	13	44	207
Games, Toys	0	6	1	7
Internet use	177	379	183	739
Sound Recordings, adult	538	561	271	1263
Sound Recordings, ch	124	59	23	206
Online databases	0	0	0	0
Software	182	164	95	441

Vertical file	65	7	2	74
VHS/DVD	1210	1831	847	3888
Equipment	3	0	0	3
Total	10236	10315	4325	24876

Salary Ordinance 2002

Name	Classification	Present Hrly Wage	Hrs Library Worked		Start Date	Raise Date(s)	Step
Bailey, Lindsey	Page	\$5.95	13	R	6/3/02		1c
Feicht, Emily	Page	\$6.05	14	R	5/14/02		2
Kenning, Amy	Page	5.75/5.85/5.95	13	R	4/22/02	8/1,11/1	1a,b,c
Kupke, James	Page	\$6.35	10	R	4/18/00	Res. 6/6/02	3
Morris, Beth	Clerk	\$7.00/7.10/7.25	10	R	12/20/01	5/4,8/15,12 /15	1a,b,c
Plant, Nathan	Clerk	\$8.50	10	R	1/20/98	Res. 5/3/02	4
Warran, Cheryl	Janitor (sub)	\$8.50	5 per mo	D.W	1/14/02		1
Wireman, Rachel	Page	5.85/5.95	10	R	7/16/01	Res. 5/29/02	1b,c,2

A major page shuffle is taking place at Rensselaer. James Kupke will be leaving June 6 and Rachel Wireman, May 29, after their high school graduation. As stated last month, Emily Feicht will be taking Melinda Prohosky's place, working just for the summer. Emily worked for us previously and is now in college. Likewise, Lindsey Bailey, a former page, will return to take Rachel's place for the summer, as a page. Amy Kenning began work Monday, April 22, taking the place of Laura Zak as a page. Emily, Lindsey and Amy will share the 40 hours per week that Rachel, James, Melinda and Laura worked previously.

Beth Morris is a former Rensselaer page who became a clerk May 4 when Nathan Plant resigned. However, Nathan's plans changed a bit, so he will fill in as a page for a week or two after the end of his work as a clerk.

Cheryl Warran is a substitute janitor at DeMotte and Wheatfield who works an average of 5 hours per month. She began in late January, but we neglected to add her to our salary ordinance.

We have examined and approved the changes in the salary ordinance. Dated ^{MAY 13,} ~~April 8,~~ 2002.

Shirley J. Cypriano

Mark Heining III

Joan A. Floyd

Joe Deardoff

Tim Schults

Quinn-Marie Egan

MEMORANDUM

Architect Selection

Summary: You must decide between Design Collaborative and Troyer Group as the architect for the Wheatfield Library Feasibility Study.

Discussion: I will try to summarize what I see as the differences and similarities between the two firms. In addition, I will give you a compilation of the background information we have gathered on these firms, including

- information gathered from phone interviews we had with library directors or others in charge of building projects designed by these architects,
- impressions gathered from visits to buildings designed by these architects,
- answers to questions the board raised at the last board meeting.

Similarities:

Both architects have a number of repeat customers which would signal satisfaction with their work.

Both architects are comfortable involving the community, as well as board and staff, in the planning process.

Both architects seem to be good at listening and incorporating the desires and needs of their clients.

Both have a good track record on estimating the costs of the projects (coming in at or under budget).

Both architects seem to have good track records on HVAC design and we heard few reports of other design problems, although the humidifier problem at Mishawaka (Troyer design) and the ice damming at Centre Township (Troyer design) were mentioned as minor problems still to be corrected.

The buildings we viewed which were designed by these architects showed creative approaches to their clients' needs. Their owners were very satisfied with the results. The Centre Township Public Library (Troyer) and the Great Expectations Child Care Center (Design Collaborative) were both full of surprises and great features.

Both architects have most specialties in-house.

Their methods of gathering information needed to design a building and determine the feasibility of a project seem very similar. Both stress communication skills.

The staff we talked to at each library we visited mirrored the views of the library directors we had phone interviews with, holding the architects in high regard. We heard no grumbles about "they should have.....".

Both architects use outside library consultants on their projects. The consultants they use are very experienced and very highly regarded by the libraries for which they have done work. (I spoke with two library directors using the Troyer consultant and two using the Design Collaborative consultant.)

Differences:

Troyer has designed a number of completed public library projects over the years.

Design Collaborative has completed no public library projects although they are in the design phase of a branch library for the Allen County Public Library (Ft. Wayne) and are in the construction phase of a Genealogical library for the Eckhardt Public Library in Auburn, Indiana. Thus far, the libraries are very impressed with their methods and their handling of the projects. They commented on the thoroughness of the architects and their ability to quickly learn the needs of the libraries. One said the architect is an advocate for the library and its needs.

Design Collaborative includes the use of a library consultant in their fee. Troyer considers a library consultant to be an extra cost.

Vote: To enter into a contract with _____ for a Feasibility Study on expansion of the Wheatfield Public Library.

Library Director interviews

Mishawaka-Penn PL, New Carlisle Twp P.L., St. Joseph County Public Libraries

Architect: Troyer

Indiana Wesleyan University Library, Univ of St. Francis-Ft. Wayne

Architect: Design Collaborative

What kinds of building problems have you had since completion of building? How have they been resolved? What was the architect's role in this?

Mishawaka-Penn P.L. (Troyer) Mostly mechanical contractor problems because stuff hasn't performed as planned. One was a design problem. Evidently they designed a way oversized water softener. Had trouble getting it to kick on. That's been resolved. Still have a problem with auxiliary boiler to generate steam for humidity. Somehow, by the time it gets to the air handler-across the hall, it has turned to water (has cooled). Mechanical contractor can't figure out how to solve it. Little stuff.

They had a flood when the mechanical contractor did something differently from the way it was designed in the specifications. The contractor went belly up before everything was fixed. They had to use his performance bond (100% of the cost of his work, usually) to hire other subcontractors to make things right and finish the project. But they have not had to pay and Troyer is always there to follow up on the problems and see that they are corrected.

For the branch that Troyer is designing for them, their contract requires Troyer to spend more time on the project (as project manager sort of). It's more expensive that way, but will eliminate some of these problems.

New Carlisle Twp P.L. (Troyer) They had a bunch of change orders because they were not consulted about some features before they were installed --like exterior door handles. (I have an idea they were not asked to decide on how each interior door should function either, because he didn't recognize what I was talking about.) Or the change orders are because the library decided in the midst of construction that they wanted something extra or different. Extra cost associated. One change order (window color) was because architect didn't specify color in specs and that particular color cost extra. Cost library \$8000/

St. Joseph Co. P.L. (Troyer): New Centre Tp roof has ice damming problems because of major area for snow accumulation. Must get snow off with hoses, etc. (Built 1999) No major mechanical problems. A compressor went bad but warranty covered.

Indiana Wesleyan Univ (Design Collaborative): Project currently underway—no problems thus far. She did not mention any problems with other completed projects—but I don't know how involved she was with those projects.

Univ. of St. Francis-Ft. Wayne (Design Collaborative): N/A

What architect did you work with? Was this the person you initially dealt with? If not, was this a problem?

Mishawaka Penn (Troyer): On the big project they worked with Dave Brown & his team. On the new branch, they will work with Bill Ponko and his team (including Jeff Anglemyer). This project is in the design phase now and they work with Bill Ponko. Later, in the construction phase, they will see more of Jeff probably. Bill comes to all progress meetings. Jeff comes to a lot of them with him. This is a perfectly satisfactory set up. Troyer sets up their people in teams. The big guys are on the design phase. They don't relegate you to the guys at the bottom.

New Carlisle Twp P.L. (Troyer): Team includes Arvan delaCruz/Jeff Anglemyer, Sally Lindeman as interior designer. Ponko was a part of a couple meetings. They listen. They are willing to do what you want. Sally is young and doesn't know about everything (ergonomics) yet, but she is doing a tremendous job of educating herself so that she knows what she needs to know. She recently attended a workshop with Maria Staiano (national reputation) which helped immensely. Not afraid to say "I don't know about that, but I will find out."

St. Joseph Co. P.L. (Troyer): Troyer uses teams. St. Jo had different teams for different projects. Lately they have had Jeff Anglemyer and Sally Lindeman (interior). She is really good and creative. Bill Ponko was there for the basic design work. They have no problem with this arrangement. Troyer has a number of interior designers. They confer with each other and you get good ideas.

Indiana Wesleyan Univ (Design Collaborative): I didn't ask this question.

Univ. of St. Francis-Ft. Wayne (Design Collaborative): Ron Dick. He listens and has done extensive interviews with various people who are involved with project to get a sense of what is needed and what the concerns are. He is low-key, friendly, good listener, easy to work with, and accessible. He has ability to make suggestions, based on what he understands the needs to be, without offending.

How well did the architect get along with the contractors? With staff? Board? Building team?

Mishawaka-Penn (Troyer): There's always tension between architects and contractors, because contractors don't like to be told they did something wrong. Having said that, the relationship was reasonable. Troyer gets along very well with staff and board. They

brought in a program planner (George Lawson, Ames, Iowa). Troyer is very good at working with staff, taking advice from staff, listening.

New Carlisle Twp. P.L. Troyer: Troyer has a hard time getting paperwork done (like shop drawing approvals) in time to satisfy contractors. That's been a bit of a problem. Construction meetings are held onsite and seldom last more than 45 min.

St. Joseph Co. P.L. (Troyer): With contractors--fairly well. Troyer tends not to hover. With staff and board--excellent. In recent years, the board and Don have wanted to branch out and look at other architects. They feel they get only one set of creative ideas when using one firm, and it would be politically astute to use other South Bend architects on some projects as they have in the past. (Actually main building Evans Woollen, same architect as I-MCPL. Very creative uses of space, but much less tractible and less willing to listen. Chauvinistic.) However, staff has come to board maybe even too often asking that they stay with Troyer.

Indiana Wesleyan Univ (Design Collaborative): Great team work. Politically savvy.

Univ. of St. Francis-Ft. Wayne (Design Collaborative): Very well. Spoke very highly of his ability to work with others.

Was architect willing to accept a directive from you or did s/he seem to feel the board's approval was necessary on every issue?

Mishawaka-Penn P.L. (Troyer): No problems. The board DOES make all the decisions except the little ones anyway. He plans on more than one board meeting per month during the design phase. Not always 2 per month, but as needed.

New Carlisle Twp. P.L. Troyer: Troyer solved this early on. Asked the board who the point person was for answers to questions. The director Steve was indicated. If it's a BIG issue, Steve emails the board. They usually get back within 1-2 days.

The "*core group*", a building team made up of 3 staff, 2 members of public and 2 board members also was given authority to make decisions on design changes, with later board approval. The core group has been great.

St. Joseph Co. P.L. (Troyer): Didn't ask.

Indiana Wesleyan Univ (Design Collaborative): Yes-took directives well. Did not need board approval on every issue.

Univ. of St. Francis-Ft. Wayne (Design Collaborative): Yes. Able to take directives. Very helpful to administration as they made decisions.

Did he listen to the library's opinions and desires?

Mishawaka-Penn P.L.(Troyer): Yes.

New Carlisle Twp. P.L. Troyer: Definitely. He cautions that we can't assume the architect hears and understands what we are saying though. We have to practice active listening techniques, asking them to paraphrase what we told them. Communication, communication, communication.

St. Joseph Co. P.L. (Troyer): Most definitely. They have opinions and they will express them, but if the board/staff disagree they will go with what the board/staff want.

Indiana Wesleyan Univ (Design Collaborative): Yes. They are attentive to staff wishes and desires. If library committee disagreed with something the architect wanted to do, the architect listened to them and considered their input. They took criticism of an idea well. Sensitive to lack of funds. Can provide quality bang for buck.

Univ. of St. Francis-Ft. Wayne (Design Collaborative): Yes

Were you pleased with work of other professionals on architect's staff or hired by architect?

Mishawaka-Penn P.L. (Troyer): Yes, very much.

New Carlisle Twp. P.L. Troyer: There was a bumpy road with the HVAC people until Steve understood HVAC and why they were advising what they advised (no home furnace units). They said with 16 units, they'd have 16 maintenance contracts, all the filters to change, belts to check, oiling, etc. And no maintenance person except Steve. Also would be noisy when fans on. Especially 16 compressors outside. He hired a construction consultant to oversee the construction work. Retired person. Very good! This person understood HVAC people and advised him to listen to them.

St. Joseph Co. P.L. (Troyer): All pretty good.

Indiana Wesleyan Univ (Design Collaborative): Architect suggested that the library hire a building consultant, which they did (library selected who they wanted). Design Collaborative worked well with this consultant.

Univ. of St. Francis-Ft. Wayne (Design Collaborative): N/A

How accurate was the firm in estimating construction costs?

Mishawaka-Penn P.L. (Troyer): Bids came in under predictions.

New Carlisle Twp. P.L. Troyer: Bids came in lower than budgeted.

St. Joseph Co. P.L. (Troyer): Pretty close. Always came in at or under budget. They have a very good record with change orders (which add costs usually). They had only 2% addition in costs because of change orders. Very good. Means they designed well, with attention to the details, in the beginning.

Indiana Wesleyan Univ (Design Collaborative): Pretty close on other projects. There are always unanticipated expenses.

Univ. of St. Francis-Ft. Wayne (Design Collaborative): Too soon to say.

Was he able to meet deadlines?

Mishawaka-Penn P.L. (Troyer): Late, but this was because of a problem with general contractor. He worked hard to keep it on time. It is really beyond architect control.

New Carlisle Twp. P.L. Troyer: Early in design phase there was a stall in the project. Steve finally was told that his project was put on the back burner because another big project had a problem that had to be given time. His library made a stink. A couple months later project back on schedule and no more delays. Steve knows that if he has a question, and he asks when he can expect an answer, the response will be honest and accurate.

St. Joseph Co. P.L. (Troyer): Depends on contractors but he made efforts to expedite.

Indiana Wesleyan Univ (Design Collaborative): Close to schedule at this point (on current project). Things in good shape.

Univ. of St. Francis-Ft. Wayne (Design Collaborative): N/A

When problems occurred, bringing project over budget, did the architect charge extra to scale down the project or make design changes?

Mishawaka-Penn P.L. (Troyer): Problem never arose, but they had a contract for a set amount, so extra costs shouldn't have been assessed.

New Carlisle Twp. P.L. (Troyer): Contract with architect was initially time and materials, but after construction contracts accepted, it was changed to % of construction costs. No extra fees for architect when change orders involved. No extra costs unless they are being asked to do something that was never part of original project. (For instance--Troyer was never asked to look at shelving in old library, evaluate it and decide whether it could be moved and reused and whether it could be merged with new shelving. They required a separate contract and payment before working on this project.)

St. Joseph Co. P.L. (Troyer): Can't think of any mistakes. All is part of the fee. Of course, if the library decided they wanted a change, the design work would be extra.

Indiana Wesleyan Univ (Design Collaborative): Did not ask

Univ. of St. Francis-Ft. Wayne (Design Collaborative): N/A

Are you pleased with the design and functionality?

Mishawaka-Penn P.L. (Troyer): Yes. The main library renovation involved incorporating a 1914 building and a 1969 building whose floor level was 4 $\frac{1}{2}$ ' higher than the old library's. To connect the two, they had to build between and around 2 sides of the building. What Troyer came up with was a far better solution than Dave had ever imagined could be created.

New Carlisle Twp. P.L. (Troyer): N/A

St. Joseph Co. P.L. (Troyer): Yes. Keep getting compliments from patrons on the Centre Tp branch. He thinks it's a masterpiece.

Indiana Wesleyan Univ (Design Collaborative): Since this is the 6th building they have done for this campus, it is clear they like what they do.

Univ. of St. Francis-Ft. Wayne (Design Collaborative): N/A

How much on-site supervision did the architect provide?

Mishawaka-Penn P.L. (Troyer): Remember that Troyer is located right there in Mishawaka. They were supposed to be on site once a week during construction. They were often there more often when a contractor called to get answers to questions. When the project was in critical stages (the floor was being poured, for instance), they were on site and would often bring interns in to watch the procedure. We would not get the same service, he thinks, being out of town.

New Carlisle Twp. P.L. Troyer: They are out every other week for construction meetings and also out when the contractor calls. They talked about having the contractor take digital pictures of problem areas, emailing them to the architect, and letting the architect make decisions (or changes) and get back to them without having to make the trip out. Nothing has come of it thus far.

St. Joseph Co. P.L. (Troyer): Not a whole lot. They showed up, made field notes. Came at critical points. But St. Joseph Co (SJCPL) had hired their own construction manager --at least when they had a complicated project including changes to several libraries. Architects generally don't.

Indiana Wesleyan Univ (Design Collaborative): Lots...usually on site 2-3 times per week.

Univ. of St. Francis-Ft. Wayne (Design Collaborative): N/A

through, don't be afraid to ask questions...the answers can lead to important issues or decisions and can prevent problems down the road. Don't assume anything and don't assume architect will think of everything. If you have something to say speak up.

Additional comments:

Mishawaka-Penn P.L. (Troyer): The board was so happy with Troyer that they decided in 5 minutes to go with them for their branch library, rather than investigating other architects.

St. Joseph Co. P.L. (Troyer): Interesting comments about their process: Troyer suggested a 3 phase plan to create the building program for Centre Tp (this might be a form of the charrette). They involve a building team in planning with the architect from the beginning. The team and architect develop the vision of the program--what they hope to accomplish, etc. They do storyboarding, coupled with visits to libraries and sharing of things they liked. They have 2-3 hr meetings every week or two for a while. The architect participates and "draws" some of what the committee is describing. They react. After the building program is written, the architect designs. He comes back and bounces off the team. Usually provides several alternatives to things. They also had focus groups for the community.

On their website (sjcpl.lib.in.us) under Branch Libraries/Centre Tp Lib/Centre in the making, they have a history of the project, project schedule, elevations (sketches of the exterior from all 4 sides), description of the process from selection of architect on, all the background info like demographics, geotech investigation results, schematics, pictures of the construction at various stages. It was designed to keep staff updated. It would serve the same purpose for the public. Well worth looking at.

Indiana Wesleyan Univ (Design Collaborative): This architect has done approximately 5 other buildings for this campus. They are involved in a current project so most of our conversation was about that with some references made to other projects. Sheila Carlblum, Director of Library Services, said that even though the architect had done work for them before and they had been satisfied with their work, they still had to compete for this project and were very competitive. They broke ground on their current project in April (01), began to build in June (01), and will probably be done within 16-18 months of start.

Univ. of St. Francis-Ft. Wayne (Design Collaborative): Project is not complete. They are in beginning stages and haven't determined if will build one multi-purpose building or two buildings. Architect has been very helpful as they (administration) try to sort out what wish to do.

Questions Raised by Library Board At April Board Meeting

Design Collaborative

What's meant by "Preliminary Soil borings & analysis?" Would more need to be done later in the design phase?

He thinks 3 borings is enough for this phase without getting too expensive. In design phase, once they decide where the building would be, they might find they need to do a boring in a location they didn't originally think the building would be.

What are "renderings"? You say they are not included in the basic fee. However, hard copies of site plans and floor plans are included. Do these show the proposed exterior of the building? We'll get colored 2 dimensional elevations of each side of building, but not the artistic more 3-dimensional drawing that you get once the design is established.

What is the difference between "site analysis and evaluation of zoning, utility, storm water detention...." which is included in the basic price and "topographic, boundary and utility surveys" which are not? Are they something normally done formally in the design phase? Yes, they are done later and will eventually cost about \$1,000 to \$2000. They will know through their analysis and evaluations where utilities are, etc. just not where the exact boundary is to the inch, etc. Enough to work with, not exact.

Would using your library consultant Mr. De Bear be an extra fee or is he included in your team and part of the basic package? Included in their fee; part of their team. (He will send me the names of specific libraries De Bear has done in the last few years that are similar to the scope of our project.)

You spoke of sending someone else, less seasoned and therefore lower-salaried, for site visits and progress meetings. We are concerned about 2 things--having one person to deal with and having someone with the communication skills to run a meeting and get everyone working together smoothly, as well as having the architectural skills to see when things are not as they should be, etc. What are your thoughts on this? He mentioned this when we were talking about costs. He meant that if cost was an issue for us, this is a way to lower them. If we did choose to have them send someone less expensive, it would be one person

already involved in the project, with not less than 5 years' experience. Not a new grad.

Our board is concerned that we might pay all the money for the feasibility study, then find out the School Board is not willing to give or sell us the property. What is your suggestion of a way to bring them to the table before we have drawings of a building to show them?

About halfway through the feasibility phase, preliminary designs will be created. He proposes that we go that far, then put the architect on hold and take what we have to the school board. Then the school board can tell us what their needs are and we can proceed from there with some guidelines from them that we try to work with. Also, he suggests that when they are having meetings with staff, board, public, after the first meetings with staff/board, we invite school staff and board to meet with us and architect and say what's important to them.

Troyer

You spoke of a flood in one building caused when a cap flew off a pipe on the roof and water flooded the building. You said your firm helped them through the aftermath to make sure insurance paid. Whose insurance paid? Main Mishawaka library. Plumbing contractor didn't properly attach a cleanout plug. Lib's insurance eventually paid. He doesn't know if lib's insurance got plumber's insurance to pay. But architect stayed with them to investigate cause, make sure all parties happy and didn't charge to do this.

You mentioned a lawsuit pending: Shane Buchmiller vs. Irmscher, Inc. & Troyer. When expect lawsuit to be settled? This was a hospital project. The automatic doors were installed properly and working properly. There is some conjecture that the person injured was fooling around with others in and out of the doors and was injured. They fully expect it to be settled in their favor.

Our board is concerned that we might pay all the money for the feasibility study, then find out the School Board is not willing to give or sell us the property. What is your suggestion of a way to bring them to the table before we have drawings of a building to show them? When they are holding the various "workshops" with staff, board, public, etc. during one of the first sessions (after private ones with board and staff), invite school board members to come to have input on

what building should be like, and what they feel would make school board amenable to it.

Has George Lawson worked with other Indiana libraries? Which? List of some libraries he has done consulting work for?

He will get me a list of libraries

How much of an extra cost is it to bring him into the project? His fees are separate. Either we pay him direct or they pay him and we pay them more.

How often do bids on your projects come in over estimates? Have you had a library in the past 5 years where bids came in over your estimates? The last couple years all his projects have been under or at estimates. New Carlisle under. Wakarusa way under. Centre Tp right in line. The St. Joseph County AV project that renovated AV departments in all their libraries came in over estimate but within the library's budget. This was because it was a very unique electrical project and they could only estimate costs.

Have any of your libraries ended up costing more than the money budgeted for them because of unexpected problems that arose? (Not because the owner decided to make some expensive change.) None of Jeff's projects have. New Carlisle has been great. So far their change orders only are $\frac{1}{2}\%$ of the cost of the project. \$3.4 million project and \$18,000 in change orders. And that includes changes made because owner wanted something different.

JCPL FINANCIAL STATEMENT

April 30, 2002

	<u>Beginning 2001 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$629,140.15	\$117,826.08	\$512,126.64	\$5,189.06	\$73,786.19	\$190,799.70
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$25.00	\$25.00	\$0.00	\$25.00	\$0.00
Gift Fund	\$3,572.06	\$824.35	\$2,540.23	\$287.54	\$2,878.92	\$3,910.75
DeMotte	\$479.94	\$471.25	\$1,030.04	\$13.90	\$1,588.62	\$1,038.52
Rensselaer	\$2,252.64	\$120.04	\$910.79	\$268.64	\$1,276.97	\$2,618.82
Wheatfield	\$839.48	\$233.06	\$599.40	\$5.00	\$13.33	\$253.41
Library Improvement Reserve Fund	\$47,593.91	\$0.00	\$0.00	\$66.53	\$237.93	\$47,831.84
Bond & Interest Redemption Fund	\$110,881.49	\$0.00	\$0.00	\$0.00	\$0.00	\$110,881.49
Includes Investments of:						
Capital Projects Fund	\$231,687.24	\$0.00	\$2,166.24	\$448.21	\$1,791.64	\$231,312.64
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$267.68	\$267.68	\$510.00	\$522.68	\$255.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,044.81	\$20,201.37	\$5,044.81	\$20,201.37	\$0.00
FICA Tax Collected	\$0.00	\$4,655.75	\$18,365.23	\$4,655.75	\$18,365.23	\$0.00
State Tax Collected	\$1,844.37	\$1,911.25	\$7,816.41	\$1,980.16	\$7,952.20	\$1,980.16
County Tax Collected	\$507.51	\$531.47	\$2,168.59	\$551.79	\$2,212.87	\$551.79
Deferred Comp.	\$0.00	\$4,261.08	\$13,408.99	\$4,261.08	\$13,408.99	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,132.86	\$12,533.44	\$3,132.86	\$12,533.44	\$0.00
Employee Health/Life Insur.	\$0.00	\$17.80	\$76.20	\$17.80	\$76.20	\$0.00
Employee P.E.R.F.	\$5,086.23	\$5,601.28	\$10,687.51	\$2,225.04	\$7,826.32	\$2,225.04
Credit Union	\$0.00	\$350.00	\$1,400.00	\$350.00	\$1,400.00	\$0.00
TOTAL ALL FUNDS.....	\$1,030,522.96	\$144,449.41	\$603,783.53	\$28,720.63	\$163,218.98	\$589,958.41

Bank Balances

Jasper County Public Library

Report as of: 04/30/2002

<i>Bank</i>		
1	Peoples State Bank	\$531,211.06
2	Demotte State Bank	\$10,705.51
3	Lafayette Bank & Trust-LIRF	\$47,831.84
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$589,958.41</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charge</i>							
3.12 ENGINEERING & ARCH. SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$615.00	\$1,163.50	\$4,836.50	19.4
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$528.47	\$1,859.35	\$5,140.65	26.6
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$849.57	\$1,739.57	\$3,260.43	34.8
3.23 MILEAGE	\$8,000.00	\$0.00	\$8,000.00	\$1,019.12	\$3,508.74	\$4,491.26	43.9
3.24 PROFESSIONAL MEETINGS	\$9,000.00	\$0.00	\$9,000.00	\$2,765.93	\$6,078.46	\$2,921.54	67.5
3.25 FREIGHT	\$3,400.00	\$0.00	\$3,400.00	\$474.19	\$928.72	\$2,471.28	27.3
3.26 NETWORKING	\$5,500.00	\$0.00	\$5,500.00	\$840.00	\$5,397.48	\$102.52	98.1
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$76.01	\$1,423.99	5.1
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$150.00	\$400.00	27.3
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$100.00	\$100.00	50.0
3.42 OTHER INSURANCE	\$12,500.00	\$0.00	\$12,500.00	\$0.00	\$1,423.00	\$11,077.00	11.4
3.51 GAS	\$36,000.00	\$0.00	\$36,000.00	\$1,790.31	\$9,931.00	\$26,069.00	27.6
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$3,144.02	\$13,432.98	\$32,567.02	29.2
3.53 WATER	\$950.00	\$0.00	\$950.00	\$104.40	\$323.55	\$626.45	34.1
3.54 WASTE DISPOSAL SERVICES	\$2,365.00	\$0.00	\$2,365.00	\$232.56	\$808.69	\$1,556.31	34.2
3.61 BUILDING & STRUCTURES	\$46,000.00	\$50,845.50	\$96,845.50	\$4,020.56	\$68,729.14	\$28,116.36	71.0
3.62 EQUIPMENT	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$118.00	\$1,882.00	5.9
3.72 EQUIPMENT RENTALS	\$230.00	\$0.00	\$230.00	\$9.95	\$121.80	\$108.20	53.0
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$0.00	\$2,900.52	(\$300.52)	111.6
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$39.64	\$60.36	39.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$51,872.00	\$0.00	\$51,872.00	\$1,119.72	\$13,183.08	\$38,688.92	25.4

Appropriation Report for

100 OPERATING FUND

Jasper County Public Library

Report Date: From 04/01/2002 To 04/30/2002

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$48,776.00	\$0.00	\$48,776.00	\$4,064.66	\$16,193.64	\$32,582.36	33.2
1.12 SALARY OF ASSISTANTS	\$672,085.00	\$0.00	\$672,085.00	\$56,640.79	\$223,800.37	\$448,284.63	33.3
1.13 WAGES OF JANITORS	\$44,317.00	\$0.00	\$44,317.00	\$3,286.63	\$12,605.27	\$31,711.73	28.4
1.21 EMPLOYER'S SHARE-FICA	\$58,446.00	\$0.00	\$58,446.00	\$4,655.75	\$18,365.23	\$40,080.77	31.4
1.22 UNEMPLOYMENT COMPENSATION	\$513.00	\$0.00	\$513.00	\$507.35	\$734.05	(\$221.05)	143.1
1.23 EMPLOYER'S CONTRIB. - PERF	\$37,372.00	\$0.00	\$37,372.00	\$9,300.74	\$16,948.31	\$20,423.69	45.4
1.24 EMPLOYER'S CONTRIB. - INS.	\$34,848.00	\$0.00	\$34,848.00	\$3,540.01	\$14,148.39	\$20,699.61	40.6
1.31 OTHER PERSONAL SERVICES	\$750.00	\$0.00	\$750.00	\$0.00	\$107.25	\$642.75	14.3
Subtotal	\$897,107.00		\$897,107.00	\$81,995.93	\$302,902.51	\$594,204.49	33.8
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$0.00	\$52.09	\$697.91	6.9
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$214.25	\$214.25	\$235.75	47.6
2.13 OTHER OFFICE SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$1,329.60	\$3,145.38	\$3,354.62	48.4
2.21 CLEANING & SANITATION SUPPLIES	\$4,200.00	\$0.00	\$4,200.00	\$21.25	\$990.05	\$3,209.95	23.6
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$8.77	\$246.96	\$3,753.04	6.2
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$107.49	\$1,092.51	9.0
2.32 PAINT AND PAINTING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$10.02	\$10.02	\$389.98	2.5
2.41 LIBRARY SUPPLIES	\$12,615.00	\$0.00	\$12,615.00	\$993.59	\$3,503.65	\$9,111.35	27.8
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$67.68	\$82.32	45.1
Subtotal	\$30,275.00		\$30,275.00	\$2,577.48	\$8,337.57	\$21,937.43	27.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$309,087.00	\$50,845.50	\$359,932.50	\$17,513.80	\$132,013.23	\$227,919.27	36.7
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$19,685.00	\$0.00	\$19,685.00	\$571.57	\$1,372.01	\$18,312.99	7.0
4.51 BOOKS	\$145,400.00	\$0.00	\$145,400.00	\$13,029.03	\$46,168.25	\$99,231.75	31.8
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$589.36	\$1,817.81	\$22,182.19	7.6
4.53 NONPRINTED MATERIALS	\$56,350.00	\$0.00	\$56,350.00	\$1,548.91	\$19,515.26	\$36,834.74	34.6
Subtotal	\$245,435.00		\$245,435.00	\$15,738.87	\$68,873.33	\$176,561.67	28.1
Grand Total	\$1,481,904.00	\$50,845.50	\$1,532,749.50	\$117,826.08	\$512,126.64	\$1,020,622.86	33.4

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
03/05/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$10,966.50	PFEEF - Prec. Control A/P#57, Pd 1/14
03/05/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$39,879.00	PFEEF - Area Sheet Metal A/P#20, Pd 1/14

Voucher List
Jasper County Public Library

Report Date: From 04/01/2002 To 04/30/2002

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
20833	241	A & S PLUMBING & HEATING	04/08/2002	Replace Valve Assembly Drinking Fountain-Dem	\$228.00
20834	242	ACE HARDWARE	04/08/2002	Goo Gone,Pledge,Toilet Seat	\$54.24
20835	243	AMBER WHITED	04/08/2002	Mileage to Wheatfield(filled in during workshop)	\$8.03
20905	244	ANNE-MARIE EGAN	04/08/2002	Mileage-carpool to Merrillville (PLA)	\$81.40
20836	245	AUSTIN BOOK SALES	04/08/2002	Books	\$95.03
20837	246	BAKER & TAYLOR	04/08/2002	Books, Continuations, AY, AV Material & gift fund books	\$6,673.46
20838	247	BARNES & NOBLE	04/08/2002	Books	\$39.87
20839	248	BOWKER	04/08/2002	Books in Print Supplement	\$330.36
20840	249	CAMPBELL PRINTING COMPA	04/08/2002	Envelopes-Rens & Dem	\$214.25
20841	250	CHICAGO TRIBUNE	04/08/2002	Semi-Annual Subscription-Daily & Sun-Demotte	\$108.16
20842	251	CONDE NAST COLLECTION	04/08/2002	Flavors of Bon Appetit 2002	\$26.45
20843	252	CULLIGAN	04/08/2002	Water & cooler rental-Wheatfield	\$54.50
20844	253	DAVID ZIESE	04/08/2002	Repair electric water cooler, toilet flush valves,vacuum breaker & o-ring-Rens	\$184.58
20845	254	DAVIDSON TITLES INC.	04/08/2002	Books	\$4,905.95
20846	255	DEMCO	04/08/2002	Easels,Sign/Brochure holder,shelves,video,audio & CD cases, bags,labels,magazine rack,counter display unit	\$1,430.37
20847	256	DIANA KOOY	04/08/2002	Mileage-bank deposit, management mtg.,Pegasus workshop	\$18.98
20848	257	DIANE KROS	04/08/2002	Mileage-bank deposit,AV & book purchase trips,YA counterparts	\$24.82
20849	258	GA FOODS GROUP	04/08/2002	Management meeting supplies	\$18.04
20850	259	GAIL JUNG	04/08/2002	Rens. Petty Cash-Postage,folders,type ribbon,cards,batteries,keys,mtg. room supplies	\$37.89
20851	260	GAIL JUNG	04/08/2002	Mileage & expense-Management mtg., Counterparts mtg.	\$69.03
20852	261	GALE GROUP	04/08/2002	Newsmakers & Consumers Sourcebook	\$452.69
20853	262	GARNER ROOFING, INC	04/08/2002	Snowplowing-12/28/01,2/4,2/26,2/27,3/3,3/5, 3/25 & 3/26/02;Rens	\$487.50
20854	263	GROLIER PUBLISHING COMP	04/08/2002	2002 Encyclopedia Americana-Dem	\$1,015.43
20855	264	HERITAGE OFFICE PRODUCT	04/08/2002	5 Name Badges	\$47.50
20856	265	HIGHSMITH CO. INC.	04/08/2002	bookplates,boy & girl CD storage units-R	\$44.39
20857	266	INCOLSA	04/08/2002	Intro. To Windows NT Securty Workshop-4/5/02;Maxwell	\$20.00
20858	267	INDIANA DEPT.OF WORKFOR	04/08/2002	Unemployment Compensation	\$507.35
20859	268	INDIANA STATE LIBRARY	04/08/2002	PLAC card-Ferguson 3/9/02;Dem	\$25.00
20860	269	INGRAM	04/08/2002	Books	\$54.13
20861	270	JAMES D. LOWER	04/08/2002	March Snow Removal & Sidewalks-Wheat	\$120.00
20862	271	JASPER COUNTY HOSPITAL	04/08/2002	Quality Water Test-Demotte	\$15.00
20863	272	JANICE PEO	04/08/2002	Staff Development Day Expense-4/12/02	\$279.00
20864	273	JENNIFER L. EVERS	04/08/2002	Computers in Libraries Conference Expenses;3/12 - 3/16/02	\$34.35
20865	274	KATHRYN B. WEED	04/08/2002	Envelopes for Volunteer Appreciation Luncheon	\$12.40
20866	275	KEVIN GIBSON	04/08/2002	Replace lights, ceiling tiles, installed shelving, sign & door handle	\$50.00
20867	276	KIRBY RISK CORPORATION	04/08/2002	10 ft. Conduit	\$10.02
20868	277	KANKAKEE VALLEY POST NE	04/08/2002	Annual Subscription to 4/29/03-Rens	\$43.00
20869	278	LIBRARY VIDEO COMPANY	04/08/2002	Video-Bluesland	\$13.30
20870	279	LINDA THOMPSON	04/08/2002	Mileage-Marketing Mtg	\$5.84
20871	280	LISA DAVIS	04/08/2002	Mileage-Marketing Mtg 3/11/02	\$16.06
20872	281	LYNN DAUGHERTY	04/08/2002	PLA expenses 3/13-3/16/02,library visit expenses, book, INCOLSA Registration	\$1,496.02
20873	282	McCORMICK-METSKER AGEN	04/08/2002	Consulting for reviewing policies,preparing proposals & conference calls	\$600.00

Printed on Friday, May 03, 2002

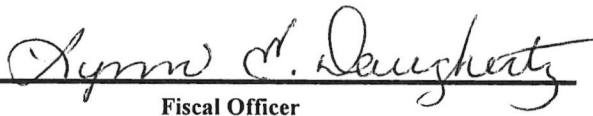
Page 1 of 3

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20874	283	MIDWAY ELECTRONICS	04/08/2002	April Service fee-Wireless Communication b/w Dem & Ren Libraries	\$420.00
20875	284	NADSC	04/08/2002	Used Car Guides-D, R, W	\$162.00
20876	285	NANETTE SPEACHT	04/08/2002	Mileage-Pegasus workshop-3/22/02	\$8.03
20877	286	NORTHWESTERN INDIANA TE	04/08/2002	Local Telephone Service April '02-Dem	\$129.56
20878	287	OOMS BROS. DISPOSAL SER	04/08/2002	Trash Disposal Demotte;4/01-6/30/02	\$58.30
20879	288	PATRICK R. OATIS	04/08/2002	Sign Language Classes April 9-May 14(21 participants)	\$255.00
20880	289	PATTY STRINGFELLOW	04/08/2002	Spanish That Works-book	\$10.00
20881	290	PLATINUM PLUS FOR BUSINE	04/08/2002	PLA & CIL Expenses & CD's	\$1,748.34
20882	291	POSTMASTER GENERAL	04/08/2002	stamps;2000-.34;100-.50;100-\$1.00	\$830.00
20883	292	PRECISION CONTROL SYSTE	04/08/2002	New Valve Body installed-Ren;Hot Water Reset,raised boiler temp,replaced valve & actuator-Dem	\$2,440.63
20884	293	PROQUEST INFORMATION & L	04/08/2002	Rens. Republican Microfilm;9/1 - 12/31/01	\$72.20
20885	294	PUBLIC EMPLOYEES' RETIRE	04/08/2002	1st Quarter Payment 2002	\$14,902.02
20886	295	QUILL	04/08/2002	post-it's,index tabs,rubber bands,color paper, disks,glue sticks,tape,toner & ink cart.,ruled pads	\$1,037.66
20887	296	REBECCA GIBSON	04/08/2002	door handle/push plate,wreath & decorative print,mileage;counterparts,mngmnt, budget mtgs.	\$138.68
20888	297	RECORDED BOOKS, LLC	04/08/2002	CD binders,replacement tape-What you owe me	\$123.65
20889	298	REGENT BOOK CO., INC.	04/08/2002	Better Homes & Garden Kitchen & Bath-Mar/Apr	\$11.48
20890	299	RELIABLE CORPORATION	04/08/2002	Color Paper	\$41.39
20891	300	ROBBINS LIBRARY INTERIOR	04/08/2002	Double face base brackets-Dem	\$156.00
20892	301	RUSSELL R. SESSIONS	04/08/2002	Mar '02;Snow Plowing, shovel & salt sidewalks-Dem	\$412.00
20893	302	SECURITY COURIERS CORP.	04/08/2002	Mar '02 Courier Service b/w branches	\$923.89
20894	303	SHEILA MAXWELL	04/08/2002	Mileage;CIL,mtgs & setups @ branches,counterparts mtg.-CIL expenses	\$463.00
20895	304	SOURCEBOOKS, INC.	04/08/2002	Books	\$59.71
20896	305	SPRINT YELLOW PAGES	04/08/2002	Directory Advertising April '02	\$70.75
20897	306	TERRY J. FERRELL	04/08/2002	Snow removal 3/5/02-Wheat	\$40.00
20898	307	TOWN OF DEMOTTE	04/08/2002	Demotte Sewer Service-Feb '02	\$50.26
20899	308	TOWN OF WHEATFIELD SEW	04/08/2002	Sewer Service Apr '02-Wheat	\$41.05
20900	309	TYSEN'S COUNTRY GROCER	04/08/2002	YA Counterparts mtg. Supplies	\$21.19
20901	310	UNIQUE MANAGEMENT SERVI	04/08/2002	Initial & Secondary Placements-Feb '02	\$195.83
20902	311	VIKING OFFICE PRODUCTS	04/08/2002	Color paper,markers,ink cartridges	\$197.98
20903	312	WALKER DISPLAY INC.	04/08/2002	Art Work Display Pieces	\$64.50
20904	313	WAL-MART COMMUNITY BRC	04/08/2002	Video's, Comp. Software, DVD's, CD's, Childrens supplies R & W	\$1,289.77
0	314	PAYROLL	04/10/2002	PAYROLL	\$31,404.96
20906	315	ALIAC	04/10/2002	Deferred Comp. Plan, 10 APR '02 Payroll	\$2,130.54
20907	316	ANTHEM BLUE CROSS AND B	04/10/2002	Health Insurance Premiums, APR '02	\$6,460.32
20908	317	LA-PORTR FEDERAL CREDIT	04/10/2002	Withheld from Payroll 10 Apr '02	\$175.00
0	318	INTERNAL REVENUE SERVIC	04/11/2002	FICA & FED Taxes Withheld 10 APR '02	\$7,020.96
0	319	INDIANA DEPARTMENT OF RE	04/19/2002	State & County Tax Withheld MAR '02	\$2,442.72
20909	320	ALIAC	04/25/2002	Deferred Comp Plan -4/25 Payroll	\$2,130.54
20910	321	AFLAC	04/25/2002	Supplemental Insurance - April'02	\$132.70
20911	322	ANTHEM LIFE	04/25/2002	Life Insurance Premium-May'02	\$97.65
20912	323	CITY OF RENSSSLAER	04/25/2002	Rens Lib. Utilities-3/11-4/9/02	\$1,960.44
0	324	INTERNAL REVENUE SERVIC	04/26/2002	FICA & FED taxes withheld 25 APR 02	\$7,335.35
20913	325	LA-PORTR FEDERAL CREDIT	04/25/2002	Withheld from 25 APR 02 Payroll	\$175.00
20914	326	SPRINT	04/25/2002	Rens & Wh. Lib. Local Phone Use-April'02	\$191.30
20915	327	SPRINT	04/25/2002	Long Distance-3/8-4/5/02, DeM, Rens, Whtfld Lib	\$136.86
20916	328	THE TIMES-	04/25/2002	1 yr newspaper subscription @ Rens. Lib.	\$204.00
20917	329	NIPSCO	04/25/2002	Whtfld Utilities-3/13-4/11/02	\$769.92
0	330	PAYROLL	04/25/2002	PAYROLL	\$32,587.12
20918	331	NIPSCO	04/25/2002	DeMotte Utilities-3/18-4/17/02	\$2,346.77

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20919	332	MIDWAY ELECTRONICS	04/25/2002	Wireless Communication-May '02	\$420.00
Total Amount of Claims					\$144,449.41

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, May 03, 2002


Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 13th day of May, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

April 30, 2002

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
NES & FEES:			\$2,783.85	\$10,291.85
DeMotte	\$1,002.20	\$3,966.97		
Rensselaer	\$1,256.34	\$4,094.43		
Wheatfield	\$525.31	\$2,230.45		
PHOTOCOPIES:			\$706.63	\$2,527.48
DeMotte	\$291.60	\$1,162.25		
Rensselaer	\$331.43	\$1,103.63		
Wheatfield	\$83.60	\$261.60		
CARDS:			\$0.00	\$8.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$8.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$799.48	\$4,874.83
Checking/Repurchase/Savings	\$799.48	\$4,874.83		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$899.10	\$56,084.03
Insurance	\$0.00	\$182.50		
Rebates/Refund	\$0.00	\$159.91		
LSTA Technology Grant	\$0.00	\$0.00		
Postage	\$0.00	\$0.00		
Reimbursements,PFEFF	\$0.00	\$50,845.50		
COBRA/FMLA Reimbursement	\$533.20	\$1,066.40		
Magazine Refunds	\$365.90	\$365.90		
Reimbursements	\$0.00	\$1,360.58		
Telephone refund	\$0.00	\$2,103.24		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$5,189.06	\$73,786.19
PLAC FUND:			\$0.00	\$25.00
GIFT FUNDS:			\$287.54	\$2,878.92
DeMotte	\$13.90	\$1,588.62		
Rensselaer	\$268.64	\$1,276.97		
Wheatfield	\$5.00	\$13.33		
LIBRARY IMPROVEMENT FUND:			\$66.53	\$237.93
BOND & INTEREST REDEMPTION FUND			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$448.21	\$1,791.64
Interest Earned	\$448.21	\$1,791.64		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
FOOD/HOSPITALITY FUND:			\$510.00	\$522.68
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$6,501.34	\$79,242.36

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS</u> <u>THIS MONTH</u>	<u>TOTAL RECEIPTS</u> <u>YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:			\$22,219.29	\$83,976.62
FIT Tax Collected	\$5,044.81	\$20,201.37		
FICA Collected	\$4,655.75	\$18,365.23		
State Tax Collected	\$1,980.16	\$7,952.20		
County Tax Collected	\$551.79	\$2,212.87		
Deferred Comp Plan	\$4,261.08	\$13,408.99		
#125 Pre-tax Plan	\$3,132.86	\$12,533.44		
Life/Health Insurance	\$17.80	\$76.20		
PERF	\$2,225.04	\$7,826.32		
Credit Union	\$350.00	\$1,400.00		
TOTAL RECEIPTS - ALL FUNDS			\$28,720.63	\$163,218.98

Voucher List
Jasper County Public Library

Report Date: From 05/01/2002 To 05/14/2002

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	333	PAYROLL	05/10/2002	PAYROLL	\$32,504.20
20920	334	ALIAC	05/10/2002	Deferred Compensation Plan- 5/10/02 Payroll	\$2,130.54
20921	335	ANTHEM BLUE CROSS AND B	05/10/2002	Health Insurance Premiums-May '02	\$6,275.10
20922	336	LA-PORTER FEDERAL CREDIT	05/10/2002	Withheld from Payroll- 10 May '02	\$175.00
20923	337	NORTHWESTERN INDIANA TE	05/10/2002	Local Telephone Service-May '02;Demotte	\$129.56
20924	338	TOWN OF DEMOTTE	05/10/2002	Sewer Service Mar '02-Demotte	\$50.26
20925	339	TOWN OF WHEATFIELD SEW	05/10/2002	Sewer Service-May '02-Wheatfield	\$41.05
0	341	INTERNAL REVENUE SERVIC	05/13/2002	FICA & FED Tax Withheld 10 MAY '02	\$7,334.17
20926	342	ALLDATA	05/13/2002	OnLine Database-Automotive Info.- 3/1/02-3/1/03	\$1,500.00
20927	343	BAKER & TAYLOR	05/13/2002	Books, Continuations, AY, Gift Books, Non-Print	\$9,624.44
20928	344	BANKERS ADVERTISING CO.	05/13/2002	Imprinted Magnets-DeM. Library	\$379.09
20929	345	BARNES & NOBLE	05/13/2002	Books & Summer Reading Prizes	\$254.65
20932	346	BETHANY HOUSE PUBLISHER	05/13/2002	Books	\$91.98
20931	347	BOEZEMAN SIGNS	05/13/2002	Signage & window lettering - DeMotte Lib.	\$95.00
20933	348	BROWN'S GARDEN & FLORAL	05/13/2002	Patmore Ash trees-Rens. Library	\$1,032.00
20934	349	CHARLOTTE FAGEN	05/13/2002	Mileage-Mgmt Mtg., Book Buying Trip, Whtfld Building Proj. Mtg, Pick-up Printing job	\$44.90
20935	350	CHILD'S WORLD	05/13/2002	Books & 'Word Bird' books	\$299.00
20936	351	COMMERCIAL OFFICE ENVIR	05/13/2002	Folding Ch. Tables w/adj. Legs-DeM. Children's area	\$288.00
20937	352	CULLIGAN	05/13/2002	Water Cooler Rental-May (Whtfld Lib)	\$9.95
20938	353	DAVIDSON TITLES INC.	05/13/2002	Books	\$1,604.21
20939	354	DEMCO	05/13/2002	Book Repair Tape, Stapler, Video & Audiotape Albums	\$461.98
20940	355	DIANA KOOY	05/13/2002	Mileage, Counterparts' Mtg. Expenses, First Aid Kit (Whtfld)	\$132.43
20941	356	DIANE KROS	05/13/2002	Mileage: Bk buying, mini-workshop, mgmt mtg., Book Salesman visit	\$37.96
20942	357	EDUCATORS PROGRESS SER	05/13/2002	Books-Standing order	\$89.80
20943	358	EVA CORPORATION	05/13/2002	Annual Magazine Subscription	\$13,932.73
20944	359	FASE'S WATER TREATMENT	05/13/2002	Redout for Water Softner-DeM. Lib.	\$78.00
20945	360	GA FOODS GROUP	05/13/2002	Rens. Lib. Open House-Nat'l Library Week	\$13.94
20946	361	GAIL JUNG	05/13/2002	Contact Paper; Mileage	\$47.43
20947	362	GALE GROUP	05/13/2002	Something About the Author-Books	\$124.55
20948	363	GAYLORD BROS.	05/13/2002	Spine Labels	\$39.67
20949	364	GROLIER PUBLISHING COMP	05/13/2002	Books	\$1,162.90
20950	365	H. W. WILSON COMPANY	05/13/2002	Readers Guide, Fiction Catalog, Children's Catalog Materials	\$964.00
20951	366	HEINEMANN LIBRARY	05/13/2002	Books	\$383.29
20952	367	HERITAGE OFFICE PRODUCT	05/13/2002	Mtnce Contract; Used 3055 Copier; UPS	\$1,859.04
20953	368	HERRMAN & GOETZ, INC.	05/13/2002	Light Pole Replacement-Rens. Lib.	\$1,350.00
20954	369	HIGHSMITH CO. INC.	05/13/2002	Contact Paper	\$43.60
20955	370	HOLLINGER CORPORATION	05/13/2002	Genealogy Supplies-Gift Fund purchase	\$42.72
20956	371	HOOVER'S, INC.	05/13/2002	Hoover's OnLine Access - 5/7/02-5/7/03	\$995.00
20957	372	HP PRODUCTS CORP.	05/13/2002	Floor cleaner, trash bags, Restroom Paper Products	\$747.40
20958	373	HRS USA	05/13/2002	Non-Print Materials	\$458.80
20959	374	INDIANA FARM BUREAU, INC.	05/13/2002	Books	\$40.00
21011	375	INGRAM	05/13/2002	Paperback books	\$18.56
20961	376	JENNIFER L. EVERS	05/13/2002	Mileage	\$87.35
20962	377	JIST PUBLISHING	05/13/2002	Outlook Handbooks	\$35.25
20963	378	JOHN RUSH	05/13/2002	Patron reimbursement for lost book returned (less processing chg)	\$45.96

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20964	379	K.V.ELECTRIC	05/13/2002	Replace Emergency Light Relay-DeMotte Lib.	\$112.50
20965	380	KATHRYN B. WEED	05/13/2002	Mileage-Outreach Program	\$10.95
20966	381	KEM'S TRUSTWORTHY HARD	05/13/2002	Furnace Filters-Wh. Lib.	\$92.91
20967	382	KONE, INC.	05/13/2002	Qtly Maintenance Contract-Elevator	\$360.00
20968	383	LANDMARK AUDIOBOOKS	05/13/2002	Replacement Tape	\$5.00
20969	384	LINDA THOMPSON	05/13/2002	Staff Development Day expenses	\$4.35
20970	385	LISA DAVIS	05/13/2002	Open House Supplies, Program Supplies @ Rens. Lib.	\$7.77
20971	386	LYNN DAUGHERTY	05/13/2002	Postage, Mileage & PLA travel exp.	\$190.39
20972	387	MANOR HOUSE DESIGNS	05/13/2002	Videos	\$94.85
20973	388	MARSHALL CAVENDISH CORP	05/13/2002	Books	\$1,208.26
20974	389	MARY MOLENAAR	05/13/2002	Mileage	\$8.03
20975	390	MIDWAY ELECTRONICS	05/13/2002	Circuit board repairs	\$35.00
20976	391	NANETTE SPEACHT	05/13/2002	Staff Development expenses & Mini-workshop mileage.	\$22.34
20977	392	NEAL-SCHUMAN PUBLISHERS	05/13/2002	Books	\$83.21
20978	393	NORTHSTAR PUBLISHING CO	05/13/2002	Audiobooks	\$247.99
20979	394	PATRICK R. OATIS	05/13/2002	Sign Language Program 4/9-5/14/02 @ Rens. Lib.	\$255.00
20980	395	PATTY STRINGFELLOW	05/13/2002	Mileage, Program Prize, Counterparts expense	\$101.66
20981	396	PEGGY WOODS	05/13/2002	Staff Development Day Mileage	\$8.03
20982	397	PLATINUM PLUS FOR BUSINE	05/13/2002	Craft Supplies, Lib. Of Congress-Book	\$85.95
20983	398	POSTMASTER GENERAL	05/13/2002	34 cent stamps-1000; 3 cent stamps - 300	\$349.00
20984	399	POWERKIDS PRESS	05/13/2002	Children's books	\$2,894.90
20985	400	PRECISION CONTROL SYSTE	05/13/2002	Qtly Mtnce (Apr-Jn'02)	\$1,115.00
20986	401	QUILL	05/13/2002	Legal Pads, Fax Rolls, AV Binders, Trash Cans, Labels, Tape, Highlighters, Print Cartridges	\$561.77
20987	402	RACHAEL CAVINDER	05/13/2002	Mini-workshop Mileage	\$16.06
20988	403	RECORDED BOOKS, LLC	05/13/2002	Audiobooks	\$856.40
20989	404	REGENT BOOK CO., INC.	05/13/2002	Books-Continuations	\$11.48
20990	405	RENEE CARR	05/13/2002	Mileage	\$23.73
20991	406	RENSSELAER REPUBLICAN	05/13/2002	DeM. Newspaper Subsc.-1 yr; CPF Legal Ads; Classified Ad.; Thank you acknowledgement Ad	\$603.84
20992	407	ROURKE PUBLISHING GROUP	05/13/2002	Books	\$250.20
20993	408	SALEM PRESS, INC.	05/13/2002	Book	\$473.81
20994	409	SANDY LAGESTEE	05/13/2002	OPAC Mini-Workshop Mileage	\$16.06
20995	410	SECURITY COURIERS CORP.	05/13/2002	5 wks. Courier Service b/w branches	\$1,184.78
20996	411	SHARON WIGGINS	05/13/2002	Nature Program @ DeM. Library	\$52.50
20997	412	SOURCEBOOKS, INC.	05/13/2002	Book	\$21.06
20998	413	SPRINT YELLOW PAGES	05/13/2002	May Phonebook Yellow Pages advertising	\$70.75
20999	414	THE NATION	05/13/2002	1 yr. Subscription	\$26.00
21000	415	THE TIMES-	05/13/2002	1 yr. Newspaper Subscription-Wh. Lib.	\$204.00
21001	416	TOM KROOSWYK PLMBG, HT	05/13/2002	Water Fountain repairs @ Wh. Lib.	\$281.25
21002	417	TERRY J. FERRELL	05/13/2002	Snow Removal-Parking lot @ Wh. Library	\$80.00
21003	418	THE LIBRARY CORPORATION	05/13/2002	Back-up & Cleaning Tapes	\$65.00
21004	419	UNIQUE MANAGEMENT SERVI	05/13/2002	Collections-Initial & Secondary placements-March '02	\$168.79
21005	420	VERIZON	05/13/2002	Logansport Phone Directory	\$20.52
21006	421	VIRGINIA VIS	05/13/2002	Mileage-Opac Workshop	\$16.06
21007	422	VISION PUBLISHING	05/13/2002	Book	\$30.45
21008	423	WAL-MART COMMUNITY BRC	05/13/2002	Program & Lib. Supplies, crafts, summer reading prizes, videos, modem	\$257.04
21009	424	WORKER TRAINING FUND	05/13/2002	State Training Assessment	\$503.88
21013	425	AUGUST FRANK PETTICE	05/13/2002	'Precious Moments w/Mr. Lincoln' Program-DeM. Lib. 6/4/02	\$100.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$100,243.98

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, May 07, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$100,243.98

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JUNE

AVERTY

AGENDA

**Jasper County Public Library Board Meeting
Monday, June 10, 2002 7:00 PM
Rensselaer Library**

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of May board meeting (R 1)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance Revisions(R 7)
- D. Policy review (R 9 - R 13)

General Business

- A. Wheatfield Library Expansion (R 15 - R 16)

Action

Director's Report(R 17-R 20)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes May 13, 2002
Meeting of the Jasper County Public Library Board 7:00 PM
DeMotte Library

In the absence of the board president, M. Crawford, Vice-President presided over the meeting.

EXECUTIVE SESSION: The board met in closed session as advertised to discuss the Director's annual job performance evaluation.

The regular meeting was opened with a moment of silence at 7:15 PM.

Present: Mike Crawford, Sue Deardorff, Mark Heinig, Joan Floyd, Mari Anne Sayler, Tim Schultz, Lynn Daugherty, Gail Jung, Rebecca Gibson, Charlotte Fagen. Absent: Anne-Marie Egan.

Agenda/Consent Agenda: On a motion by M. Sayler, seconded by S. Deardorff, the Consent Agenda and Agenda items including April Minutes, Financial Reports, Salary Ordinance Revisions, and Fendig Painting Loan were approved unanimously.

DeMotte Annual Reports: Three elements were the focal point of the year, namely, programs, collection development, and building & grounds. The most popular adult programs were landscaping/gardening, author visits and the Underground Railroad. Quarterly program brochures and specialty bookmarks featuring program information contributed to the success of the programs presented during the year. The children's programs were abundant with something for every age several times during the year. Newly offered programs included one with a 'racing' theme for teens, chess club for youth, Share a Book w/Your Child, Game Day, and various Tweens and Teens Fun Crafts. Numerous class visits are also a service frequently provide each month to encourage reading. The Wheatfield and DeMotte Libraries are joining forces to establish a teen advisory board coming this fall in hopes of creating more youth interest in the library.

Targeted for collection development in 2001 were computer materials. Grouping together like materials, Oversize books are now in one specific area; series titles, specifically Star Trek/Star Wars, and children series books, can now be found in specific areas for easy patron access. Various subjects are featured in monthly newspaper articles, written by Rebecca Gibson and Diana Kooy and then related materials are focused at each library supporting the publicity.

Building concerns are a major challenge as HVAC issues still haunt the library, as do a roof leak in the magazine area and birds in the attic. Landscaping improvements are being made

over this year and next, and purchase and installation of security cameras are anticipated soon.

Architect-Wheatfield Building Project: After a discussion and review of the strengths, creativity, track records, listening skills, camaraderie, consultant costs, and other feedback of the architectural firms in contention, M. Heinig made a motion, seconded by M. Sayler, to enter into a contract with Troyer as the architect for the Wheatfield Building Feasibility Study. Motion passed.

Relay For Life Signs: In support of a Relay for Life team composed of library staff, T. Schultz moved, seconded by J. Floyd, to allow a yard sign and a 'stars and moons' donor display at the library. Motion passed. No donations will be accepted at the library. A staff contact person will field any donation inquiries in support of this effort outside of their library employ.

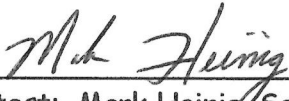
Tree Dedication: The board gave their nod of approval for the Rensselaer Library to have a dedication ceremony for the newly planted Patmore ash trees this summer.

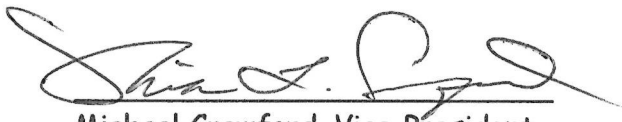
Craft Program Donations: The library offers a large number of programs each year and ever increasing costs to provide refreshments, crafts, materials, prizes, etc. tend to consume the library supply budgets quickly, even with the Friends groups' contributing to the support of these programs. Board discussed a suggestion that the library begin charging small fees or soliciting donations for a few of the more costly programs at some point in the future.

CPF Council Approval: The County Council will meet May 21 at 7:00 PM in the Commissioners Room at the Courthouse. On the agenda is the library's Capital Projects Fund request. Board is encouraged to attend this crucial meeting.

Wireless Communication: Midway Electronics has made improvements in the stability of the connection; however, the VPN (Virtual Private Network) is still experiencing problems. Results of the 'timing' tests are complete and indicate that some speed problems appear to be TLC-software related. TLC (the library's automation system vendor) will be contacted this week.

With no further business, the meeting adjourned on a motion by J. Floyd, seconded by S. Deardorff at 8:50 PM.


Attest: Mark Heinig, Secretary


Michael Crawford, Vice-President

May 2002

DEMOTTE

WHEATFIELD

Added	Withdrew
Vols.	Vols.
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
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90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

**Total
Circ.**

Fiction	37	0	1,818	72	17	2,261	53	1	704	4,783
Nonfiction	56	0	1,507	137	22	1,229	84	47	548	3,284

Fiction	61	0	2,309	105	0	1,707	40	2	743	4,759
Nonfiction	171	0	1,109	96	1	883	22	1	229	2,221

Fiction	26	0	239	16	0	293	9	0	63	595
Nonfiction	1	0	27	10	0	70	0	0	33	130

Magazines, Child	202	18	18	238
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Games. Toys	0	1	8	9
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Internet Use	199	413	155	767
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Sound Rec/Adult	31	0	584	23	0	646	10	1	220	1.450
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Sound Rec/Child	6	0	222	4	2	89	0	0	24	335
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[illegible]

Software	4	0	153	7	0	172	4	2	71	396
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Vertical Files	0	0	79	0	0	65	0	0	2	146
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VHS/DVD	14	0	1.161	16	37	1.817	4	3	851	3.829
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Equipment	0	0	0	0
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TOTAL	407	0	10.307	486	79	10.008	226	57	3.853	24.168
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DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	53.040	63.605	31.195
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Percent Increase/Decrease	1.5%	8.4%	9.4%
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[illegible]

MONTHLY SYSTEM STATISTICS

MONTHLY SYSTEM STATISTICS	2001	2002	% change
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Circulation	22,915	24,168	5.5%
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Jan. to date circulation	123,024	129,133	5.0%
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$$\pi(\omega)$$

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
12,966	13,003	12,277	12,332	8,151	8,203
15,191	15,247	21,678	21,793	8,212	8,249
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
10,907	10,968	12,885	12,990	6,542	6,580
7,952	8,123	8,432	8,527	3,930	3,951
					Fiction
					Nonfiction
					YA BOOKS
1,885	1,911	2,378	2,394	1,415	1,424
575	576	503	513	138	138
					Fiction
					Nonfiction
0	0	140	140	0	0
					Magazines, Adult
					Magazines, Child
					Games, Toys
					Internet Use
1,202	1,233	1,888	1,911	1,279	1,288
312	318	389	391	284	284
25	25	16	16	1	1
166	170	224	231	136	138
					Sound Rec/Adult
					Sound Rec/Child
					Online Databases
					Software
					Vertical Files
1,450	1,464	2,386	2,365	936	937
2	2	2	2	2	2
52,633	53,040	63,198	63,605	31,026	31,195
					VHS/DVD
					Equipment
					TOTAL
XX					

CIRCULATION BY HOLDINGS CODE

May 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	2			2
Award Winner JE (DAJE)	75			75
Award Winner JFIC (DAJFIC)	27	1		28
Award Winner JNF (DAJNF)	16			16
Award Winner JPFIC (DAJBPF)	4			4
Award Winner YAFIC (DAYAF)	10			10
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	67	5	4	76
Books on CD (DBKCD)	29	2		31
Books on Tape (DBKT)	148	4	2	154
Compact Disc (DCD)	362	11	2	375
DVD	239	2		241
Equipment (DEQP)				0
See librarian (DERR)				0
Express Book (DEXP)	33			33
Fiction (DFIC)	1334	50	21	1405
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)	1			1
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	199			199
Juv. Biography (DJBIO)	222	3		225
Juv. Book on CD (DJBKCD)	8			8
Juv. Book on Tape (DJBKT)	169	4		173
Juv. Compact Disc (DJCD)	30			30
Juvenile Easy (DJE)	1104	3	3	1110
Juv. Easy Reader (DJER)	339	1	1	341
Juv. Fiction (DJFIC)	357	3		360
Juv. Holiday books (DJHOL)	6			6
Juv. Magazine (DJMAG)	202			202
Juv. Music Cassette (DJMC)	12			12
Juv. Nonfiction (DJNF)	813	10	14	837
Juv. Nonfic Text Bk (DJNFTB)	18			18
Juv. Paperback fic (DJPBF)	363	5		368
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	78	1		79
Large Print Nonfic (DLPNF)	8			8
Magazine (DMAG)	696		7	703
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1276	31	8	1315
Nonfiction VHS (DNFVHS)	71	1		72
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	17			17
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)				0
Spanish Collection (DSPA)	6			6
Software (DSWAR)	153	6		159
Vertical File (DVF)	27			27
VHS	834	19	1	854

YA Biography (DYAB)	4			4
YA Books on CD (DYABKCD)	3			3
YA Books on Tape (DYABKT)	13			13
YA Fiction (DYAF)	58	1		59
YA Nonfiction (DYANF)	20			20
YA Paperback Fic (DYAPBF)	151	5		156
Award Winner JBIO (RAJBIO)		4		4
Award Winner JE (RAJE)		5		5
Award Winner JFIC (RAJFIC)		3		3
Award Winner JNF (RAJNF)		1		1
Award Winner JPFIC (RAJPBF)				0
Award Winner YAFIC (RAYAF)		4		4
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	12	101	3	116
Books on CD (RBKCD)		42	3	45
Books on Tape (RBKT)	6	220	2	228
Compact Disc (RCD)	14	311	6	331
DVD	2	453		455
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		106		106
Fiction (RFIC)	60	1406	20	1486
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		1		1
Internet (RINTER)		413		413
Juv. Biography (RJBIO)	1	26		27
Juv. Book on CD (RJBKCD)				0
Juv. Book on Tape (RJBKT)		63		63
Juv. Compact Disc (RJCD)	1	16		17
Juvenile Easy (RJE)	27	889	8	924
Juv. Easy Reader (RJER)	3	98		101
Juv. Fiction (RJFIC)	6	413	6	425
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		18		18
Juv. Music Cassette (RJMC)	1	5		6
Juv. Nonfiction (RJNF)	9	832	4	845
Juv. Nonfic Text Bk (RJNFT)				0
Juv. Paperback fic (RJPBF)	2	280	6	288
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	2	27		29
Large Print Nonfic (RLPNF)		1		1
Magazine (RMAG)	1	344		345
Music Cassette (RMCAS)		2		2
Nonfiction (RNFIC)	32	960	12	1004
Nonfiction VHS (RNFVHS)	2	65		67
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		1		1
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)		1		1
Spanish Collection (RSPA)	1	19	1	21
Software (RSWAR)		163	1	164
Vertical File (RVF)		14		14

VHS	10	1270	13	1293
YA Biography (RYAB)	1	15		16
YA Books on CD (RYABKCD)				
YA Books on Tape (RYABKT)		14		14
YA Fiction (RYAF)	8	122	1	131
YA Nonfiction (RYANF)	2	55	2	59
YA Paperback Fic (RYAPBF)	7	159		166
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)				0
Award Winner JFIC (WAJFIC)			3	3
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAPBF)				0
Award Winner YAFIC (WAYAF)			1	1
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	6	2	42	50
Books on CD (WBKCD)			11	11
Books on Tape (WBKT)	3	5	60	68
Compact Disc (WCD)	9	10	134	153
DVD		2	181	183
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)				0
Fiction (WFIC)	24	34	557	615
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			155	155
Juv. Biography (WJBIO)		1	12	13
Juv. Book on CD (WJBKCD)				0
Juv. Book on Tape (WJBKT)	1		21	22
Juv. Compact Disc (WJCD)		1	3	4
Juvenile Easy (WJE)		1	403	404
Juv. Easy Reader (WJER)	1		91	92
Juv. Fiction (WJFIC)	1	2	113	116
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			18	18
Juv. Music Cassette (WJMC)				0
Juv. Nonfiction (WJNF)	5	5	199	209
Juv. Nonfic Text Bk (WJNFTB)				0
Juv. Paperback fic (WJPBF)		3	109	112
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	1	1	8	10
Large Print Nonfic (WLPNF)				0
Magazine (WMAG)			177	177
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	24	19	443	486
Nonfiction VHS (WNVHS)		2	24	26
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)		1	19	20
Software (WSWAR)		3	70	73

Vertical File (WVF)			2	2
VHS	3	3	632	638
YA Biography (WYAB)			1	1
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)	3	1	36	40
YA Nonfiction (WYANF)			30	30
YA Paperback Fic (WYAPBF)	2	1	25	28
TOTAL	9897	9207	3731	22835

CIRCULATION BY HOLDINGS CODE
May 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	2	4	0	6
Award Winner JE (AJE)	75	5	0	80
Award Winner JFIC (AJF)	27	4	3	34
Award Winner JNF (AJNF)	16	1	0	17
Award Winner JPFIC (AJPF)	4	0	0	4
Award Winner YAFIC (AYAF)	10	4	1	15
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	85	108	49	242
Books on CD (BKCD)	29	44	14	87
Books on Tape (BKT)	157	243	64	464
Compact Disc (CD)	385	332	142	859
DVD	241	457	181	879
Equipment (EQP)	0	0	0	0
See librarian (ERR)	0	0	0	0
Express Book (EXP)	33	106	0	139
Fiction (FIC)	1418	1490	598	3506
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	1	0	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	1	0	1
Internet (INTR)	199	413	155	767
Juv. Biography (JBIO)	223	30	12	265
Juv. Book on CD (JBKD)	8	0	0	8
Juv. Book on Tape (JBKT)	170	67	21	258
Juv. Compact Disc (JCD)	31	17	3	51
Juvenile Easy (JE)	1131	893	414	2438
Juv. Easy Reader (JER)	343	99	92	534
Juv. Fiction (JFIC)	364	418	119	901
Juv. Holiday (JHOL)	6	0	0	6
Juv. Magazine (JMAG)	202	18	18	238
Juv. Music Cassette (JMC)	13	5	0	18
Juv. Nonfiction (JNF)	827	847	217	1891
Juv. Nonfic Text Bk (JNFT)	18	0	0	18
Juv. Paperback fic (JPBF)	365	288	115	768
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	81	29	8	118
Large Print Nonfic (LPNF)	8	1	0	9
Magazine (MAG)	697	344	184	1225
Music Cassette (MCAS)	0	2	0	2
Nonfiction (NFIC)	1332	1010	463	2805
Nonfiction VHS (NFVH)	73	68	24	165
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	17	1	0	18
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	75	90	16	181
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	7	20	20	47
Software (SWAR)	153	172	71	396
Vertical File (VF)	79	65	2	146
VHS	847	1292	646	2785
YA Biography (YAB)	5	15	1	21
YA Books on CD (YABKCD)	3	0	0	3
YA Books on Tape (YABKT)	13	14	0	27
YA Fiction (YAF)	69	124	37	230
YA Nonfiction (YANF)	22	55	32	109
YA Paperback Fic (YAPBF)	160	165	25	350
				0
Free reads	286	636	98	1020
Puzzles			8	8
Talking books		11		11
Assignment Shelf Books				0
TOTAL	10310	10008	3853	24171

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1818	2261	704	4783
Nonfiction	1507	1229	548	3284
CHILDREN'S BOOKS				
Fiction	2309	1707	743	4759
Nonfiction	1109	883	229	2221
YA BOOKS				
Fiction	239	293	63	595
Nonfiction	27	70	33	130
Magazines, Adult	698	344	184	1226
Magazines, Children	202	18	18	238
Games, Toys	0	1	8	9
Internet use	199	413	155	767
Sound Recordings, adult	584	646	220	1322
Sound Recordings, ch	222	89	24	335
Online databases	0	0	0	0
Software	153	172	71	396
Vertical file	79	65	2	146
VHS/DVD	1161	1817	851	3829
Equipment	0	0	0	0
Total	10307	10008	3853	24168

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

May 2002

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	112	24	167	36	134	29	413	89
LOCAL HISTORY								
In person	3	1	11	3		0	14	4
Letters written	4	4	8	8		0	12	12
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	20	2	45	4	66	6	131	11
VCR Use	2	0	1	0		0	3	0
Microforms	5	1	84	11		0	89	12
CD ROM/Online databases		0		0		0	354	30
Typewriter use	1	0		0	4	0	5	0
Other equipment used	8	3	1	0		0	9	3
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	6	4	33	22		0	39	26
Notarized documents	9	2	2	1	3	1	14	4
Meeting Room Use (no. of grou	46	15	22	7	24	8	92	31
Study room use	28	2	23	2	2	0	53	4
INTERLIBRARY LOANS								
Requests made for:	72	18	97	24	33	8	202	51
Items rec'd for:	75	38	90	45	16	8	181	91
Items requested by other libraries					8		8	
Items supplied to other libraries		0		0	8	4	8	4

REGISTRATIONS

Total Borrowers	8042	8177	3283	19502
Non-resident, paying	10	24	1	35
PLAC card users	0	3	0	3
Reciprocal borrowers	473	297	26	796

PROGRAMS

Programs for all ages	1	6	3	18		0	4	24
Children's Programs (0-13)	33	198	50	300	19	114	102	612
Number attending	675		959		370		2004	
YA Programs (14-17)	2	12	19	114	1	6	22	132
Number attending	23		404		4		431	
Adult Programs	2	12	8	48	2	12	12	72
Number attending	105		131		7		243	
Senior Citizen Programs		0	5	30	1	6	6	36
Number attending			63		6		69	
Total Number of Programs	38	228	85	510	23	138	146	876
Total Persons Attending	803		1557		387		2747	
Total Attending Same Month Las	1239		1298		646		3183	
Total Staff Hours Spent		342		674		202		1247
Hours Spent Same Month last year		444		580		237		1261

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4809	59.8%	4778	58.4%	2080	63.4%	11667	59.8%
Corporate	8	0.1%	27	0.3%	7	0.2%	42	0.2%
Juvenile 0-11	1722	21.4%	1592	19.5%	710	21.6%	4024	20.6%
Nonresident No Fee	83	1.0%	250	3.1%	57	1.7%	390	2.0%
Nonresident Fee	10	0.1%	24	0.3%	1	0.0%	35	0.2%
Reciprocal	473	5.9%	297	3.6%	26	0.8%	796	4.1%
School	10	0.1%	82	1.0%	6	0.2%	98	0.5%
St. Joseph College	1	0.0%	225	2.8%		0.0%	226	1.2%
State Library Card	0	0.0%	3	0.0%		0.0%	3	0.0%
Staff	28	0.3%	62	0.8%	14	0.4%	104	0.5%
YA 12-17	898	11.2%	837	10.2%	382	11.6%	2117	10.9%
Total	8042		8177		3283		19502	
 All items borrowed by nonresidents	 577	 7.2%	 881	 10.8%	 90	 2.7%	 1548	 7.9%

Salary Ordinance 2002

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date	Raise Date(s)	Step
Black, Maegan	Page	5.75/5.85/5.95	8.5	W	9/17/01	Res. 5-25	1b,c,2
Morris, Beth	Clerk	7.00/7.10/7.25	12	R	12/20/01	5/4,8/15,12/15	1a,b,c
Salyer, Beth	Clerk	\$8.00	12	R	3/6/00		3

Maegan Black, Wheatfield page, has resigned. Her replacement has not yet been named. Beth Morris will be working 2 more hours as clerk, and Beth Salyer two fewer hours as clerk.

We have examined and approved the changes in the salary ordinance. Dated June 10, 2002.

John S. Cope	Mark Haring III
Jean A. Floyd	Sue Deardoff
Timothy M. Schell	
Genevieve Egan	

MEMORANDUM
Study Room Use Policy
Reciprocal Borrowing Policy
Computer and Typewriter Use Policy
Circulation Policy

Summary: The Policy Committee recommends no changes in the Study Room Use Policy. Changes are recommended in the Reciprocal Borrowing Policy, Computer and Typewriter Use Policy, and Circulation Policy.

Discussion: The Committee recommends that we allow Reciprocal Borrowers to check out vertical file materials as well as books and magazines, and that we allow them to use the document creation workstations (those with word processing, spreadsheet, PowerPoint, etc.).

This latter change in the Reciprocal Borrowing Policy will require a change in the Computer and Typewriter Use Policy. While making this change, the policy was reviewed and other changes recommended. Because the changes are extensive, I included both the present policy and the proposed draft policy.

A change in the Circulation Policy to allow the loan of newspapers for 2 days, instead of 3 weeks, is also recommended.

Vote: To approve the Study Room Use Policy as written, and the Reciprocal Borrowing Policy, Computer and Typewriter Use Policy and Circulation Policy with changes as recommended.

RECIPROCAL BORROWING POLICY

To obtain a free JCPL borrower's card, a reciprocal borrower must show a valid resident library card from a library which participates in the Reciprocal Borrowing Program.

Borrowing privileges are restricted to books, vertical file materials and magazines *only*. Materials such as videos, cd's and equipment may not be borrowed.

PC's: Delete: Reciprocal borrowing cards do not authorize such patrons to use JCPL library word processing PC's. PC's providing public access to the library's CD ROM/online software, to the Internet and OPAC will be available to reciprocal borrowers.

In-house library use: Reciprocal borrowers as well as any other visitors to the library are offered free *in-house* use of the library's books and other information sources.

Interlibrary/intralibrary loan: We will *intralibrary* loan books and magazines for reciprocal borrowers. For *interlibrary* loans from other libraries, reciprocal borrowers must go to their own library.

Adopted 6/96; revised 6/97; 9/98; 6/00; draft 6/02

Current Policy

Computer and Typewriter Use Policy

The Library provides computers (PC's) for the use of patrons in the library. Only Jasper County library card holders in good standing are eligible to use these computers. Reciprocal and PLAC borrowers are *not* eligible to use the computers.

Children seven (7) years of age and under may use the computer only when accompanied by an older person. At DeMotte and Rensselaer libraries, children below the 6th grade level may use only computers in the children's area of the library.

The library staff can provide only limited assistance in computer use.

The Library also provides typewriters for the use of patrons in the library.

Library staff have the right to restrict usage for those people who cannot abide by the regulations of the library or the specific rules for use of the computers or typewriters.

Adopted 5/94; reviewed 5/95, 5/97^{5/98}; revised 5/96
~~REVISION~~

Proposed
Policy**Computer and Typewriter Use Policy**

The Library provides computers (PC's) for the use of patrons in the library. Only Jasper County library card holders in good standing are eligible to use these computers. ~~Delete: Reciprocal and PLAC borrowers are not eligible to use the computers.~~

The library staff can provide only limited assistance in computer use.

Add: Patrons are welcome to use their personal laptop computers in the library, plugging into an electric power source, if necessary. Internet access from patron laptops is not available, except in the meeting rooms.

The Library also provides typewriters for the use of patrons in the library.

Library staff have the right to restrict usage for those persons who do not use the equipment responsibly or who cannot abide by the regulations of the library or the specific rules for use of the computers or typewriters.

Computers being used for document creation (MS Word, Excel, Powerpoint, Publisher, etc.) may be used by patrons in 6th grade and older. Children below the 6th grade level may use computers for document creation purposes only when in the company of a person in 6th grade or older.

Adopted 5/94; reviewed 5/95, 5/97, 5/98; revised 5/96; draft 6/02

Circulation Policy

Jasper County Public Library

Library Cards

No library materials.....

Library Hours

.....

Loan Periods

Circulating CD ROMs:	1 week
Videos, nonfiction	1 week
DVD's and Videos, entertainment:	2 days
Express Books:	1 week
Textbooks	1 day
Newspapers	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR:	in house use only

All materials except DVDs, videos, textbooks, Express Books and circulating CD-ROMs may be renewed for one additional loan period. If an item is on reserve for another patron, or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has been reserved by another patron.

Videos for classroom use may be checked out for a one week loan period.

.....(rest of policy omitted)

7/96; updated 2/00; 2/01; 9/01; draft 6/02

MEMORANDUM

Wheatfield Building Project

Summary: The Board has some decisions to make:

- Do you want to investigate the idea of turning our L-shaped Wheatfield Library into an enclosed rectangle that extends to the sidewalks, in hopes of gaining the amount of space we need without additional property?
- Do you want to purchase property for a new library, selling our present library?
- Building a new library from scratch would be more costly than adding on. We probably would have to float a bond issue of some sort either way (in addition to using what we have saved in the Capital Projects Fund and, perhaps, to what we can get from a Community Focus Grant), but it will be bigger this way. If you decide you want to build a new library, do you want to proceed with this late next year, as we would have with the addition, or do you see a reason to delay the building project?

Discussion: If you want to investigate the first option, we would hire the Troyer Group to investigate whether it is possible to gain the space that we need, with the property we already have, and arrange it in a functional and attractive way. My calculations indicate we could only add 4500 sq. ft. by boxing in the area within the building's "I". If we added a second floor to the new part, we could add more, but *might* have to add staff to cover that floor.

If you feel we would be compromising the looks and ambience of the expanded library by doing this and you choose instead to look for property, we will probably not need to hire Troyer until we are ready to purchase a piece of property. At that time it would be good to check out the property for us.

We will need $1\frac{1}{4}$ acres if we want a 12,000 sq. ft. building and on-site parking, with no plans for later expansion. (Jeff Anglemeyer, of Troyer, did the estimating on this for me. This acreage uses 50%-60% of the space for building and parking and the rest for greenspace.) I assume we would want 2 acres if we wanted to make way for future expansion. I am making some preliminary inquiries on one site that looks good. I also thought I might talk to some people who know the town board.

If the town board has a real interest in keeping the library "downtown", they might help us with site location.

The board needs to discuss the kind of location and property they feel would be acceptable. You need to consider how much parking you want to provide. (Of course, state regulations have something to say about this.)

We do have some ways of funding such a purchase, if property values are not exorbitant.

In deciding whether to go ahead with the building project next year (after the feasibility study is complete), you should know that Capital Projects Fund (CPF) brings in about \$200,000 per year, of which \$30,000 is used for the library's technology needs. You also need to consider that while the bond issue process is painful to deal with (my opinion), having a bond to pay off will keep us from losing CAGIT money when our Rensselaer and DeMotte bond is retired in 2007 (last payment Dec. 2006). We receive property taxes each year to pay off our bond in addition to our property taxes to fund our operating budget. CAGIT payments depend on the % of the total county property tax dollars which a governmental entity receives.

Vote:

1.

To investigate expanding our building on our present site

Or

To seek property for a new library

Or

Both

2.

To proceed with the design, construction, and funding of the building project next year as planned OR _____

JCPL FINANCIAL STATEMENT

May 31, 2002

	<u>Beginning 2001 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$629,140.15	\$126,195.09	\$638,321.73	\$583,452.85	\$657,239.04	\$648,057.46
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00	\$0.00
Gift Fund	\$3,572.06	\$1,661.05	\$4,201.28	\$902.16	\$3,781.08	\$3,151.86
DeMotte	\$479.94	\$383.66	\$1,413.70	\$642.82	\$2,231.44	\$1,297.68
Rensselaer	\$2,252.64	\$1,107.24	\$2,018.03	\$126.67	\$1,403.64	\$1,638.25
Wheatfield	\$839.48	\$170.15	\$769.55	\$132.67	\$146.00	\$215.93
Library Improvement Reserve Fund	\$47,593.91	\$0.00	\$0.00	\$64.47	\$302.40	\$47,896.31
Bond & Interest Redemption Fund	\$110,881.49	\$0.00	\$0.00	\$132,856.53	\$132,856.53	\$243,738.02
Includes Investments of:						
Capital Projects Fund	\$231,687.24	\$0.00	\$2,166.24	\$53,984.31	\$55,775.95	\$285,296.95
Includes Investments of:						
Post/Hospitality Fund	\$0.00	\$255.00	\$522.68	\$0.00	\$522.68	(\$0.00)
Inventory Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,134.80	\$25,336.17	\$5,134.80	\$25,336.17	\$0.00
FICA Tax Collected	\$0.00	\$4,724.37	\$23,089.60	\$4,724.37	\$23,089.60	\$0.00
State Tax Collected	\$1,844.37	\$1,980.16	\$9,796.57	\$2,005.68	\$9,957.88	\$2,005.68
County Tax Collected	\$507.51	\$551.79	\$2,720.38	\$559.27	\$2,772.14	\$559.27
Deferred Comp.	\$0.00	\$4,261.08	\$17,670.07	\$4,261.08	\$17,670.07	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,947.64	\$15,481.08	\$2,947.64	\$15,481.08	\$0.00
Employee Health/Life Insur.	\$0.00	\$17.80	\$94.00	\$17.80	\$94.00	\$0.00
Employee P.E.R.F.	\$5,086.23	\$0.00	\$10,687.51	\$2,235.79	\$10,062.11	\$4,460.83
Credit Union	\$0.00	\$350.00	\$1,750.00	\$350.00	\$1,750.00	\$0.00
TOTAL ALL FUNDS.....	\$1,030,522.96	\$148,078.78	\$751,862.31	\$793,496.75	\$956,715.73	\$1,235,376.38

Bank Balances**Jasper County Public Library****Report as of: 05/31/2002**

Bank		
1	Peoples State Bank	\$1,174,833.44
2	Demotte State Bank	\$12,436.63
3	Lafayette Bank & Trust-LIRF	\$47,896.31
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
Total all banks =		\$1.235.376.38

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Appropriation Report for

100 OPERATING FUND

Jasper County Public Library

Report Date: From 05/01/2002 To 05/31/2002

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$48,776.00	\$0.00	\$48,776.00	\$4,064.66	\$20,258.30	\$28,517.70	41.5
1.12 SALARY OF ASSISTANTS	\$672,085.00	\$0.00	\$672,085.00	\$57,143.56	\$280,943.93	\$391,141.07	41.8
1.13 WAGES OF JANITORS	\$44,317.00	\$0.00	\$44,317.00	\$3,495.01	\$16,100.28	\$28,216.72	36.3
1.21 EMPLOYER'S SHARE-FICA	\$58,446.00	\$0.00	\$58,446.00	\$4,724.37	\$23,089.60	\$35,356.40	39.5
1.22 UNEMPLOYMENT COMPENSATION	\$513.00	\$0.00	\$513.00	\$503.88	\$1,237.93	(\$724.93)	241.3
1.23 EMPLOYER'S CONTRIB.- PERF	\$37,372.00	\$0.00	\$37,372.00	\$0.00	\$16,948.31	\$20,423.69	45.4
1.24 EMPLOYER'S CONTRIB.- INS.	\$34,848.00	\$0.00	\$34,848.00	\$3,540.01	\$17,688.40	\$17,159.60	50.8
1.31 OTHER PERSONAL SERVICES	\$750.00	\$0.00	\$750.00	\$0.00	\$107.25	\$642.75	14.3
Subtotal	\$897,107.00		\$897,107.00	\$73,471.49	\$376,374.00	\$520,733.00	42.0
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$0.00	\$52.09	\$697.91	6.9
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$214.25	\$235.75	47.6
2.13 OTHER OFFICE SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$504.68	\$3,650.06	\$2,849.94	56.2
2.21 CLEANING & SANITATION SUPPLIES	\$4,200.00	\$0.00	\$4,200.00	\$446.97	\$1,437.02	\$2,762.98	34.2
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$310.42	\$557.38	\$3,442.62	13.9
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$170.91	\$278.40	\$921.60	23.2
2.32 PAINT AND PAINTING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$10.02	\$389.98	2.5
2.41 LIBRARY SUPPLIES	\$12,615.00	\$0.00	\$12,615.00	\$924.48	\$4,428.13	\$8,186.87	35.1
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$67.68	\$82.32	45.1
Subtotal	\$30,275.00		\$30,275.00	\$2,357.46	\$10,695.03	\$19,579.97	35.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charge</i>							
3.12 ENGINEERING & ARCH. SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$152.50	\$1,316.00	\$4,684.00	21.9
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$555.08	\$2,414.43	\$4,585.57	34.5
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$362.61	\$2,102.18	\$2,897.82	42.0
3.23 MILEAGE	\$8,000.00	\$0.00	\$8,000.00	\$700.09	\$4,208.83	\$3,791.17	52.6
3.24 PROFESSIONAL MEETINGS	\$9,000.00	\$0.00	\$9,000.00	\$20.27	\$6,098.73	\$2,901.27	67.8
3.25 FREIGHT	\$3,400.00	\$0.00	\$3,400.00	\$339.96	\$1,268.68	\$2,131.32	37.3
3.26 NETWORKING	\$5,500.00	\$0.00	\$5,500.00	\$420.00	\$5,817.48	(\$317.48)	105.8
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$493.84	\$569.85	\$930.15	38.0
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$150.00	\$400.00	27.3
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$100.00	\$100.00	50.0
3.42 OTHER INSURANCE	\$12,500.00	\$0.00	\$12,500.00	\$0.00	\$1,423.00	\$11,077.00	11.4
3.51 GAS	\$36,000.00	\$0.00	\$36,000.00	\$612.99	\$10,543.99	\$25,456.01	29.3
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$1,786.35	\$15,219.33	\$30,780.67	33.1
3.53 WATER	\$950.00	\$0.00	\$950.00	\$59.85	\$383.40	\$566.60	40.4
3.54 WASTE DISPOSAL SERVICES	\$2,365.00	\$0.00	\$2,365.00	\$175.91	\$984.60	\$1,380.40	41.6
3.61 BUILDING & STRUCTURES	\$46,000.00	\$52,195.50	\$98,195.50	\$1,823.75	\$70,552.89	\$27,642.61	71.8
3.62 EQUIPMENT	\$2,000.00	\$0.00	\$2,000.00	\$35.00	\$153.00	\$1,847.00	7.7
3.72 EQUIPMENT RENTALS	\$230.00	\$0.00	\$230.00	\$9.95	\$131.75	\$98.25	57.3
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$0.00	\$2,900.52	(\$300.52)	111.6
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$45.96	\$145.96	\$45.96	\$85.60	\$60.36	58.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$51,872.00	\$0.00	\$51,872.00	\$4,325.95	\$17,509.03	\$34,362.97	33.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$309,087.00	\$52,241.46	\$361,328.46	\$11,920.06	\$143,933.29	\$217,395.17	39.8
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$19,685.00	\$0.00	\$19,685.00	\$731.86	\$2,103.87	\$17,581.13	10.7
4.51 BOOKS	\$145,400.00	\$0.00	\$145,400.00	\$18,840.23	\$65,008.48	\$80,391.52	44.7
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$14,566.09	\$16,383.90	\$7,616.10	68.3
4.53 NONPRINTED MATERIALS	\$56,350.00	\$0.00	\$56,350.00	\$4,307.90	\$23,823.16	\$32,526.84	42.3
Subtotal	\$245,435.00		\$245,435.00	\$38,446.08	\$107,319.41	\$138,115.59	43.7
Grand Total	\$1,481,904.00	\$52,241.46	\$1,534,145.46	\$126,195.09	\$638,321.73	\$895,823.73	41.6

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
03/05/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$10,966.50	PFEEF - Prec. Control A/P#57, Pd 1/14
03/05/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$39,879.00	PFEEF - Area Sheet Metal A/P#20, Pd 1/14
05/13/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,350.00	Repairs to lght pole-Herrman & Goetz-A/P#368
05/13/2002	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$45.96	John Rush-found lost book refund;A/P#378

Voucher List**Jasper County Public Library****Report Date: From 05/01/2002 To 05/31/2002**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	333	PAYROLL	05/10/2002	PAYROLL	\$32,504.20
20920	334	ALIAC	05/10/2002	Deferred Compensation Plan- 5/10/02 Payroll	\$2,130.54
20921	335	ANTHEM BLUE CROSS AND B	05/10/2002	Health Insurance Premiums-May '02	\$6,275.10
20922	336	LA-PORTER FEDERAL CREDIT	05/10/2002	Withheld from Payroll- 10 May '02	\$175.00
20923	337	NORTHWESTERN INDIANA TE	05/10/2002	Local Telephone Service-May '02;Demotte	\$129.56
20924	338	TOWN OF DEMOTTE	05/10/2002	Sewer Service Mar '02-Demotte	\$50.26
20925	339	TOWN OF WHEATFIELD SEW	05/10/2002	Sewer Service-May '02-Wheatfield	\$41.05
0	340	INDIANA DEPARTMENT OF RE	05/20/2002	State & County Taxes Withheld Apr '02	\$2,531.95
0	341	INTERNAL REVENUE SERVIC	05/13/2002	FICA & FED Tax Withheld 10 MAY '02	\$7,334.17
20926	342	ALLDATA	05/13/2002	OnLine Database-Automotive Info.- 3/1/02-3/1/03	\$1,500.00
20927	343	BAKER & TAYLOR	05/13/2002	Books, Continuations, AY, Gift Books, Non-Print	\$9,624.44
20928	344	BANKERS ADVERTISING CO.	05/13/2002	Imprinted Magnets-DeM. Library	\$379.09
20929	345	BARNES & NOBLE	05/13/2002	Books & Summer Reading Prizes	\$254.65
20932	346	BETHANY HOUSE PUBLISHER	05/13/2002	Books	\$91.98
20931	347	BOEZEMAN SIGNS	05/13/2002	Signage & window lettering - DeMotte Lib.	\$95.00
20933	348	BROWN'S GARDEN & FLORAL	05/13/2002	Patmore Ash trees-Rens. Library	\$1,032.00
20934	349	CHARLOTTE FAGEN	05/13/2002	Mileage-Mgmt Mtg., Book Buying Trip, Whtfld Building Proj. Mtg, Pick-up Printing job	\$44.90
20935	350	CHILD'S WORLD	05/13/2002	Books & 'Word Bird' books	\$299.00
20936	351	COMMERCIAL OFFICE ENVIR	05/13/2002	Folding Ch. Tables w/adj. Legs-DeM. Children's area	\$288.00
20937	352	CULLIGAN	05/13/2002	Water Cooler Rental-May (Whtfld Lib)	\$9.95
20938	353	DAVIDSON TITLES INC.	05/13/2002	Books	\$1,604.21
20939	354	DEMCO	05/13/2002	Book Repair Tape, Stapler, Video & Audiotape Albums	\$461.98
20940	355	DIANA KOOY	05/13/2002	Mileage, Counterparts' Mtg. Expenses, First Aid Kit (Whtfld)	\$132.43
20941	356	DIANE KROS	05/13/2002	Mileage: Bk buying, mini-workshop, mgmt mtg., Book Salesman visit	\$37.96
20942	357	EDUCATORS PROGRESS SER	05/13/2002	Books-Standing order	\$89.80
20943	358	EVA CORPORATION	05/13/2002	Annual Magazine Subscription	\$13,932.73
20944	359	FASE'S WATER TREATMENT	05/13/2002	Redout for Water Softner-DeM. Lib.	\$78.00
20945	360	GA FOODS GROUP	05/13/2002	Rens. Lib. Open House-Nat'l Library Week	\$13.94
20946	361	GAIL JUNG	05/13/2002	Contact Paper; Mileage	\$47.43
20947	362	GALE GROUP	05/13/2002	Something About the Author-Books	\$124.55
20948	363	GAYLORD BROS.	05/13/2002	Spine Labels	\$39.67
20949	364	GROLIER PUBLISHING COMP	05/13/2002	Books	\$1,162.90
20950	365	H. W. WILSON COMPANY	05/13/2002	Readers Guide, Fiction Catalog, Children's Catalog Materials	\$964.00
20951	366	HEINEMANN LIBRARY	05/13/2002	Books	\$383.29
20952	367	HERITAGE OFFICE PRODUCT	05/13/2002	Mtnce Contract; Used 3055 Copier; UPS	\$1,859.04
20953	368	HERRMAN & GOETZ, INC.	05/13/2002	Light Pole Replacement-Rens. Lib.	\$1,350.00
20954	369	HIGHSMITH CO. INC.	05/13/2002	Contact Paper	\$43.60
20955	370	HOLLINGER CORPORATION	05/13/2002	Genealogy Supplies-Gift Fund purchase	\$42.72
20956	371	HOOVER'S, INC.	05/13/2002	Hoover's OnLine Access - 5/7/02-5/7/03	\$995.00
20957	372	HP PRODUCTS CORP.	05/13/2002	Floor cleaner, trash bags, Restroom Paper Products	\$747.40
20958	373	HRS USA	05/13/2002	Non-Print Materials	\$458.80
20959	374	INDIANA FARM BUREAU, INC.	05/13/2002	Books	\$40.00
21011	375	INGRAM	05/13/2002	Paperback books	\$18.56
20961	376	JENNIFER L. EVERS	05/13/2002	Mileage	\$87.35
20962	377	JIST PUBLISHING	05/13/2002	Outlook Handbooks	\$35.25

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20963	378	JOHN RUSH	05/13/2002	Patron reimbursement for lost book returned (less processing chg)	\$45.96
20964	379	K.V.ELECTRIC	05/13/2002	Replace Emergency Light Relay-DeMotte Lib.	\$112.50
20965	380	KATHRYN B. WEED	05/13/2002	Mileage-Outreach Program	\$10.95
20966	381	KEM'S TRUSTWORTHY HARD	05/13/2002	Furnace Filters-Wh. Lib.	\$92.91
20967	382	KONE, INC.	05/13/2002	Qtly Maintenance Contract-Elevator	\$360.00
20968	383	LANDMARK AUDIOBOOKS	05/13/2002	Replacement Tape	\$5.00
20969	384	LINDA THOMPSON	05/13/2002	Staff Development Day expenses	\$4.35
20970	385	LISA DAVIS	05/13/2002	Open House Supplies, Program Supplies @ Rens. Lib.	\$7.77
20971	386	LYNN DAUGHERTY	05/13/2002	Postage, Mileage & PLA travel exp.	\$190.39
20972	387	MANOR HOUSE DESIGNS	05/13/2002	Videos	\$94.85
20973	388	MARSHALL CAVENDISH CORP	05/13/2002	Books	\$1,208.26
20974	389	MARY MOLENAAR	05/13/2002	Mileage	\$8.03
20975	390	MIDWAY ELECTRONICS	05/13/2002	Circuit board repairs	\$35.00
20976	391	NANETTE SPEACHT	05/13/2002	Staff Development expenses & Mini-workshop mileage.	\$22.34
20977	392	NEAL-SCHUMAN PUBLISHERS	05/13/2002	Books	\$83.21
20978	393	NORTHSTAR PUBLISHING CO	05/13/2002	Audiobooks	\$247.99
20979	394	PATRICK R. OATIS	05/13/2002	Sign Language Program 4/9-5/14/02 @ Rens. Lib.	\$255.00
20980	395	PATTY STRINGFELLOW	05/13/2002	Mileage, Program Prize, Counterparts expense	\$101.66
20981	396	PEGGY WOODS	05/13/2002	Staff Development Day Mileage	\$8.03
20982	397	PLATINUM PLUS FOR BUSINE	05/13/2002	Craft Supplies, Lib. Of Congress-Book	\$85.95
20983	398	POSTMASTER GENERAL	05/13/2002	34 cent stamps-1000; 3 cent stamps - 300	\$349.00
20984	399	POWERKIDS PRESS	05/13/2002	Children's books	\$2,894.90
20985	400	PRECISION CONTROL SYSTE	05/13/2002	Qtly Mtnc (Apr-Jn'02)	\$1,115.00
20986	401	QUILL	05/13/2002	Legal Pads, Fax Rolls, AV Binders, Trash Cans, Labels, Tape, Highlighters, Print Cartridges	\$561.77
20987	402	RACHAEL CAVINDER	05/13/2002	Mini-workshop Mileage	\$16.06
20988	403	RECORDED BOOKS, LLC	05/13/2002	Audiobooks	\$856.40
20989	404	REGENT BOOK CO., INC.	05/13/2002	Books-Continuations	\$11.48
20990	405	RENEE CARR	05/13/2002	Mileage	\$23.73
20991	406	RENSSELAER REPUBLICAN	05/13/2002	DeM. Newspaper Subsc.-1 yr; CPF Legal Ads; Classified Ad.; Thank you acknowledgement Ad	\$603.84
20992	407	ROURKE PUBLISHING GROUP	05/13/2002	Books	\$250.20
20993	408	SALEM PRESS, INC.	05/13/2002	Book	\$473.81
20994	409	SANDY LAGESTEE	05/13/2002	OPAC Mini-Workshop Mileage	\$16.06
20995	410	SECURITY COURIERS CORP.	05/13/2002	5 wks. Courier Service b/w branches	\$1,184.78
20996	411	SHARON WIGGINS	05/13/2002	Nature Program @ DeM. Library	\$52.50
20997	412	SOURCEBOOKS, INC.	05/13/2002	Book	\$21.06
20998	413	SPRINT YELLOW PAGES	05/13/2002	May Phonebook Yellow Pages advertising	\$70.75
20999	414	THE NATION	05/13/2002	1 yr.Subscription	\$26.00
21000	415	THE TIMES-	05/13/2002	1 yr. Newspaper Subscription-Wh. Lib.	\$204.00
21001	416	TOM KROOSWYK PLMBG, HT	05/13/2002	Water Fountain repairs @ Wh. Lib.	\$281.25
21002	417	TERRY J. FERRELL	05/13/2002	Snow Removal-Parking lot @ Wh. Library	\$80.00
21003	418	THE LIBRARY CORPORATION	05/13/2002	Back-up & Cleaning Tapes	\$65.00
21004	419	UNIQUE MANAGEMENT SERVI	05/13/2002	Collections-Initial & Secondary placements-March '02	\$168.79
21005	420	VERIZON	05/13/2002	Logansport Phone Directory	\$20.52
21006	421	VIRGINIA VIS	05/13/2002	Mileage-Opac Workshop	\$16.06
21007	422	VISION PUBLISHING	05/13/2002	Book	\$30.45
21008	423	WAL-MART COMMUNITY BRC	05/13/2002	Program & Lib. Supplies, crafts, summer reading prizes, videos, modem	\$257.04
21009	424	WORKER TRAINING FUND	05/13/2002	State Training Assessment	\$503.88
21013	425	AUGUST FRANK PETTICE	05/13/2002	'Precious Moments w/Mr. Lincoln' Program-DeM. Lib. 6/4/02	\$100.00
21014	426	SPRINT	05/13/2002	Payphone-Rens.-May'02	\$53.00
0	427	PAYROLL	05/24/2002	PAYROLL	\$32,199.03

Printed on Friday, May 31, 2002

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21015	428	ALIAC	05/24/2002	Indiana Deferred Comp Plan-Withheld from 5/24/02 payroll	\$2,130.54
21016	429	AFLAC	05/24/2002	Supplemental Insurance-5 employee plans	\$132.70
21017	430	ANTHEM LIFE	05/24/2002	Employee Life Insurance-June Premiums	\$97.65
21018	431	CITY OF RENSSELAER	05/24/2002	Utilities-Rens. Lib., 4/9-5/9/02	\$1,835.74
0	432	INTERNAL REVENUE SERVIC	05/28/2002	FICA & FED Tax Withheld from 24 MAY 02 Payroll	\$7,249.37
21019	433	LA-PORTER FEDERAL CREDIT	05/24/2002	Withheld from Payroll-24 MAY 02	\$175.00
21020	434	MIDWAY ELECTRONICS	05/24/2002	Wireless Communications-June '02	\$420.00
21021	435	NIPSCO	05/24/2002	Wheatfield Utilities-4/11-5/13/02	\$708.05
21022	436	SPRINT	05/24/2002	May Local Phone Service-Wh. Library	\$137.65
21023	437	SPRINT	05/24/2002	R-D-W Long Distance Calls, April	\$164.12
Total Amount of Claims					\$148,078.78

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, May 31, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$148,078.78

Date this 10th day of June, 20 02.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

May 31, 2002

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,420.78	\$12,712.63
DeMotte	\$955.61	\$4,922.58		
Rensselaer	\$1,019.71	\$5,114.14		
Wheatfield	\$445.46	\$2,675.91		
PHOTOCOPIES:			\$563.20	\$3,090.68
DeMotte	\$211.75	\$1,374.00		
Rensselaer	\$283.20	\$1,386.83		
Wheatfield	\$68.25	\$329.85		
CARDS:			\$20.00	\$28.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$20.00	\$28.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$721.73	\$5,596.56
Checking/Repurchase/Savings	\$721.73	\$5,596.56		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$579,460.54	\$579,460.54
Property Tax	\$255,245.54	\$255,245.54		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$291,716.00	\$291,716.00		
Local Option/Property Tax Repl.	\$32,499.00	\$32,499.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$266.60	\$56,350.63
Insurance	\$0.00	\$182.50		
Rebates/Refund	\$0.00	\$159.91		
LSTA Technology Grant	\$0.00	\$0.00		
Postage	\$0.00	\$0.00		
Reimbursements,PFEFF	\$0.00	\$50,845.50		
COBRA/FMLA Reimbursement	\$266.60	\$1,333.00		
Magazine Refunds	\$0.00	\$365.90		
Reimbursements	\$0.00	\$1,360.58		
Telephone refund	\$0.00	\$2,103.24		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS:			\$583,452.85	\$657,239.04
PLAC FUND:			\$0.00	\$25.00
GIFT FUNDS:			\$902.16	\$3,781.08
DeMotte	\$642.82	\$2,231.44		
Rensselaer	\$126.67	\$1,403.64		
Wheatfield	\$132.67	\$146.00		
LIBRARY IMPROVEMENT FUND:			\$64.47	\$302.40
BOND & INTEREST REDEMPTION FUND			\$132,856.53	\$132,856.53
Property Tax	\$132,856.53	\$132,856.53		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$53,984.31	\$55,775.95
Interest Earned	\$439.11	\$2,230.75		
Property Tax	\$53,545.20	\$53,545.20		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
FOOD/HOSPITALITY FUND:			\$0.00	\$522.68
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1):			\$771,260.32	\$850,502.68

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS</u> <u>THIS MONTH</u>	<u>TOTAL RECEIPTS</u> <u>YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:			\$22,236.43	\$106,213.05
FIT Tax Collected	\$5,134.80	\$25,336.17		
FICA Collected	\$4,724.37	\$23,089.60		
State Tax Collected	\$2,005.68	\$9,957.88		
County Tax Collected	\$559.27	\$2,772.14		
Deferred Comp Plan	\$4,261.08	\$17,670.07		
#125 Pre-tax Plan	\$2,947.64	\$15,481.08		
Life/Health Insurance	\$17.80	\$94.00		
PERF	\$2,235.79	\$10,062.11		
Credit Union	\$350.00	\$1,750.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$793,496.75	\$956,715.73

Voucher List
Jasper County Public Library
Report Date: From 06/01/2002 To 06/10/2002

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21024	438	ACE HARDWARE	06/10/2002	Contact paper, caulk, double hook	\$66.27
21025	439	ALCO DISCOUNT STORE #290	06/10/2002	contact paper	\$4.00
21026	440	AMERICAN LIB. ASSN.	06/10/2002	Practical Strategies Lib. Management	\$35.80
21027	441	AMERITECH	06/10/2002	Yellow Pages Charges-Chicago, Crown Pt., Gary, Indy, Lowell	\$733.85
21028	442	ANNE-MARIE EGAN	06/10/2002	Mileage-Demotte Board Mtg.	\$16.06
21089	443	BAKER & TAYLOR	06/10/2002	Books,Continuations, Gift books, A.V., children's program supplies	\$10,671.11
21030	444	BETHANY HOUSE PUBLISHER	06/10/2002	Books	\$8.31
21031	445	CHARLOTTE FAGEN	06/10/2002	Adventures in Odyssey-Audiobook	\$14.50
21032	446	CLOWNS, ETC.	06/10/2002	Summer Reading Program;6/26/02-R & W	\$200.00
21033	447	CONGRESSIONAL QUARTERL	06/10/2002	CQ Researcher Annual Subscription;5/24/02-5/03;Ren	\$530.00
21034	448	CULLIGAN	06/10/2002	Water & Cooler Rental-Wheatfield	\$59.45
21035	449	DEHAAN CONSTRUCTION, IN	06/10/2002	Inspect & Repair roof-Demotte	\$125.00
21036	450	DESIGN-AIRE CONSULTANTS,	06/10/2002	Engineering Services-Demotte	\$3,679.60
21037	451	DEMCO	06/10/2002	CD cases, reconditioner cleaner, book jackets, labels, DVD & Video openers	\$1,268.26
21038	452	DIANE KROS	06/10/2002	Adventures in Odyssey-Audiobook	\$14.50
21039	453	DAVIDSON TITLES INC.	06/10/2002	Books	\$102.29
21040	454	DIANE OPOLSKI	06/10/2002	Library Visit Expense-5/30/2002	\$6.91
21041	455	ELTON E. HUMMEL	06/10/2002	Summer Reading Program;6/11 & 6/12-Sleeping Beauty	\$705.00
21042	456	FACTS ON FILE, INC.	06/10/2002	Business & Personal Forms 2002	\$317.79
21043	457	FASE'S WATER TREATMENT	06/10/2002	Redout-Dem	\$58.50
21044	458	GAIL JUNG	06/10/2002	Contact Paper,Budget Workshop Mileage-5/14/02	\$62.27
21045	459	GALE GROUP	06/10/2002	Continuations	\$1,120.03
21046	460	GROLIER PUBLISHING COMP	06/10/2002	Books	\$52.17
21047	461	GUMDROP BOOKS	06/10/2002	Books	\$1,949.40
21048	462	HAMSTRA BUILDERS, INC.	06/10/2002	Repair to Gutter-Wheatfield	\$68.00
21049	463	HERITAGE OFFICE PRODUCT	06/10/2002	Markers,Name badge,3-hole punch, Mita copier contract 5/17/02-5/17/03;W	\$759.81
21050	464	HERRMAN & GOETZ, INC.	06/10/2002	Check line voltage lights-Rens	\$275.00
21051	465	HP PRODUCTS CORP.	06/10/2002	Latex Gloves, Disinfectant, vacuum parts	\$28.49
21052	466	INSPIRATIONAL DISTRIBUTOR	06/10/2002	Books	\$73.48
21053	467	INFO USA MARKETING, INC.	06/10/2002	Continuations-R & D	\$1,090.00
21091	468	INGRAM	06/10/2002	Books	\$182.01
21055	469	JACKIE SAXON	06/10/2002	Mileage-Scholastic booksale-Summer Reading Program	\$83.22
21056	470	KOEN BOOK DISTRIBUTORS,	06/10/2002	Books	\$295.77
21057	471	BRIAN ORBAN	06/10/2002	Spray weeds, fertilizer, mowings;4/14 - 5/4/02	\$281.00
21058	472	LINDA THOMPSON	06/10/2002	Mileage-Pegasus & OPAC Workshops, Library visits & expense	\$97.86
21059	473	MANUFACTURERS' NEWS, IN	06/10/2002	2002 Indiana Manufacturers Directory	\$126.95
21060	474	OFFICE DEPOT	06/10/2002	Laser Printer, Cartridges & Toner	\$434.97
21061	475	POST TRIBUNE	06/10/2002	Annual Subscription 6/7/02- 6/03;Wheatfield	\$156.00
21062	476	PRECISION CONTROL SYSTE	06/10/2002	HVAC Renovation-Demotte	\$1,440.50
21063	477	PROQUEST INFORMATION & L	06/10/2002	Microfilm-Indiana 1930 Federal Census;Huntington	\$19.95
21064	478	QUILL	06/10/2002	Labels, Clasp Envelopes, Ink Cartridges	\$233.93
21065	479	REBECCA GIBSON	06/10/2002	Programming Counterparts Expense-4/17/02	\$6.76
21066	480	RECORDED BOOKS, LLC	06/10/2002	Audiobooks	\$188.50
21067	481	RELIABLE EXTERMINATORS,	06/10/2002	Quarterly Service-Inside & Outdoor-Rens	\$150.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21068	482	RELIABLE CORPORATION	06/10/2002	Color Inkjet Cartridges, Color Copy Paper, Interdepartmental Envelopes	\$353.22
21069	483	RUSSELL R. SESSIONS	06/10/2002	Final Plowing 3/25 & 3/26/02-Demotte	\$460.00
21070	484	SECURITY COURIERS CORP.	06/10/2002	4 weeks Courier Service between branches	\$983.73
21071	485	SELECTVIDEO	06/10/2002	Video's	\$164.64
21072	486	SHOWCASES	06/10/2002	150 Single CD Jewel Cases	\$178.20
21073	487	SILLY SAFARIS	06/10/2002	Summer Reading Program-6/18 & 6/19/02;D, R, W	\$550.00
21074	488	SMART KIDS SOFTWARE	06/10/2002	CD Rom-Quick Study Spanish	\$23.90
21075	489	SPRINT YELLOW PAGES	06/10/2002	Directory Yellow Pages-Quarterly Payment	\$212.25
21076	490	TIMESTEP PLAYERS EDUCATI	06/10/2002	Summer Reading Program-Looking for the Dinosaur	\$585.00
21077	491	TYSEN'S COUNTRY GROCER	06/10/2002	janitorial supplies, book discussion & childrens summer reading supplies-D	\$278.37
21078	492	UNIQUE BOOKS, INC.	06/10/2002	Books	\$1,722.89
21079	493	UNIQUE MANAGEMENT SERVI	06/10/2002	Collections:Initial & Secondary Placements-April '02	\$218.85
21080	494	WAL-MART COMMUNITY BRC	06/10/2002	DVD's, Video's, CD's,Program supplies;D & R	\$575.41
21081	495	ZURICH	06/10/2002	Workers Compensation 4/02-4/03	\$3,604.00
0	496	PAYROLL	06/10/2002	PAYROLL	\$32,768.56
21082	497	ALIAC	06/10/2002	Indiana Deferred Comp. Plan-Withheld from Payroll 6/10/02	\$2,130.54
21083	498	ANTHEM BLUE CROSS AND B	06/10/2002	Health Insurance Premiums-June '02	\$6,275.10
21084	499	LA-PORTER FEDERAL CREDIT	06/10/2002	Withheld from Payroll-10 JUN '02	\$175.00
21085	500	NIPSCO	06/10/2002	Demotte Utilities-May '02	\$2,212.03
21086	501	NORTHWESTERN INDIANA TE	06/10/2002	Local Telephone Service-Jun '02;Demotte	\$129.56
21087	502	TOWN OF DEMOTTE	06/10/2002	Sewer Service Demotte- MAY '02	\$50.26
21088	503	TOWN OF WHEATFIELD SEW	06/10/2002	Sewer Service Wheatfield-JUN '02	\$41.05
Total Amount of Claims					\$81,485.83

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 10, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$81,485.83

Date this 10th day of June, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Printed on Monday, June 10, 2002

Page 2 of 2

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JULY

AGENDA

**Jasper County Public Library Board Meeting
Monday, July 8, 2002 7:00 PM
Rensselaer Library**

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of May board meeting (R 1)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance Revisions(R 7)
- D. Policy review (R 9 - R 10)
- E. Transfer of funds (R 21)

General Business

- A. Financial consultant presentation (R 21)

Discussion

Director's Report(R 21 – R 24)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes June 10, 2002
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Mike Crawford, Sue Deardorff, Anne-Marie Egan, Mark Heinig, Joan Floyd, Tim Schultz, Lynn Daugherty, Gail Jung. **Absent:** Mari Anne Sayler

Agenda/Consent Agenda: On a motion by M. Heinig, seconded by M. Crawford, the Consent Agenda and Agenda items including May Minutes, Financial Reports, Salary Ordinance Revisions, Study Room Use Policy and revisions to the Computer & Typewriter Use Policy Reciprocal Borrowing Policy, and Circulation Policy as presented were approved unanimously.

Wheatfield Building Project: The director reported that at the KV School's May Board Meeting, library representatives inquired whether the School Board would entertain a request for the acquisition of land for expansion of the Wheatfield Library. The KV School Board voted 5-2 against selling any land, citing a long-term commitment and strong desire to retain their property to meet their future parking needs.

Based on this information, the library board discussed other options to obtain the 6,000 or more additional sq. ft. needed for the library expansion. Namely, reconfiguring the present facility by enclosing the 4500 sq. ft area in front of the library and adding a second story for mechanical, storage, and meeting room needs or buying rights to alleyway for expansion (if a possibility). Another option was purchasing land at another site to construct a new library in the Wheatfield town area. M. Heinig moved, seconded by S. Deardorff, to seek property as an alternative site for the Wheatfield branch. Motion passed 4-0 with J. Floyd abstaining from the vote.

M. Crawford made a motion to finalize a contract with the Troyer Group, architects, to look at our options and proceed with the feasibility study. S. Deardorff seconded the motion. Motion passed 5-0. The board will then consider the architect's findings to determine whether our needs can be met by expanding within our land limitations at the present site or to embark on the construction of a new building. Our attorney will also work with the architect in arranging for soil borings, etc. on other possible sites, by seeking a right of entry (trespass) from a landowner.

Our attorney's partner, Ed Dumas, while conversing with the library director recently, recommended speaking as soon as possible with a financial consultant to discuss refinancing our present bond, capital projects funding, interest rates, etc. The board selected Lonnie Therber, of Therber, Brock & Kramer, Inc., Financial Advisers, to attend the July Board Meeting for the purpose of apprising us of our options in funding a building project and in refinancing a bond on a motion by M. Crawford, seconded by J. Floyd. Motion passed 5-0.

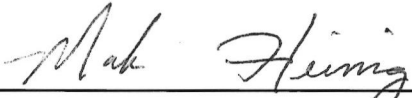
Budget Approval Dates: In order to allow as much time as possible to gather the most accurate figures possible, the board voted unanimously on a motion by M. Crawford, seconded by M. Heinig, to adopt the following budget timeline: Aug 12th for approval to advertise; Aug 15th & 22nd legal ad publications (Aug 22 & 29th if need to pull ad to make changes and then follow Option 2 with hearing on Sep 9th and special meeting to adopt on Sep 19th or early in the day of Sept. 20) ; Aug 26th public hearing; and Sep 9th to adopt.

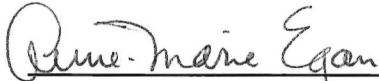
July Board Meeting: Board packets will arrive late because of the July 4th holiday. The packet for S. Deardorff will be sent to the Wheatfield Library instead of being mailed.

December Board Meeting: The final board meeting to approve year-end transfers, encumbrances and bills will be changed to Monday, Dec. 30th instead of Friday, Dec. 27th.

Director's Comments: TLC has upgraded our OPAC software to an acceptable level of speed. Midway Electronics has finally configured the right combination of equipment and made all the needed changes to provide service without downtimes. We have recently sold a few pieces of computer equipment on eBay.

With no further business, the meeting adjourned on a motion by M. Crawford, seconded by S. Deardorff at 8:06 PM.


Attest: Mark Heinig, Secretary


Anne-Marie Egan, President

June 2002

[illegible]

70
6

Ry

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
13,003	13,059	12,332	12,430	8,203	8,262
15,247	15,290	21,793	21,858	8,249	8,231
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
10,968	10,996	12,990	13,044	6,580	6,605
8,123	8,296	8,527	8,563	3,951	3,973
					Fiction
					Nonfiction
					YA BOOKS
1,911	1,925	2,394	2,403	1,424	1,430
576	593	513	518	138	138
					Fiction
					Nonfiction
0	0	140	140	0	0
					Magazines, Adult
					Magazines, Child
					Games, Toys
					Internet Use
1,233	1,239	1,911	1,916	1,288	1,290
318	319	391	398	284	288
25	25	16	16	1	1
170	173	231	231	138	137
					Sound Rec/Adult
					Sound Rec/Child
					Online Databases
					Software
					Vertical Files
1,464	1,481	2,365	2,380	937	899
2	2	2	2	2	2
					VHS/DVD
					Equipment
53,040	53,398	63,605	63,899	31,195	31,256
					TOTAL
XX					

CIRCULATION BY HOLDINGS CODE

June 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	4			4
Award Winner JE (DAJE)	72			72
Award Winner JFIC (DAJFIC)	34	1		35
Award Winner JNF (DAJNF)	8			8
Award Winner JPFIC (DAJBPF)	2			2
Award Winner YAFIC (DAYAF)	11			11
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	43	8	1	52
Books on CD (DBKCD)	35			35
Books on Tape (DBKT)	175	3	5	183
Compact Disc (DCD)	360	2	11	373
DVD	242		2	244
Equipment (DEQP)	2			2
See librarian (DERR)	0			0
Express Book (DEXP)	36			36
Fiction (DFIC)	1474	65	23	1562
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	200			200
Juv. Biography (DJBIO)	199	1		200
Juv. Book on CD (DJBKCD)	3			3
Juv. Book on Tape (DJBKT)	171	1		172
Juv. Compact Disc (DJCD)	39		1	40
Juvenile Easy (DJE)	2281	1	3	2285
Juv. Easy Reader (DJER)	1089	3		1092
Juv. Fiction (DJFIC)	614	4	5	623
Juv. Holiday books (DJHOL)	13			13
Juv. Magazine (DJMAG)	206	16		222
Juv. Music Cassette (DJMC)	16		1	17
Juv. Nonfiction (DJNF)	1074	5	2	1081
Juv. Nonfic Text Bk (DJNFTB)	18			18
Juv. Paperback fic (DJPBF)	750	4	1	755
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	108	4	1	113
Large Print Nonfic (DLPNF)	15			15
Magazine (DMAG)	723	5	1	729
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1117	30	13	1160
Nonfiction VHS (DNFVHS)	43			43
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	16			16
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)	2			2
Reference Software (DRSW)	5			5
Spanish Collection (DSPA)	4			4
Software (DSWAR)	180	1	1	182
Vertical File (DVF)	29			29
VHS	1036	6	3	1045

YA Biography (DYAB)	6	1	7
YA Books on CD (DYABKCD)	2		2
YA Books on Tape (DYABKT)	8		8
YA Fiction (DYAF)	89	3	92
YA Nonfiction (DYANF)	26		1 27
YA Paperback Fic (DYAPBF)	288	6	1 295
Award Winner JBIO (RAJBIO)		7	7
Award Winner JE (RAJE)		4	4
Award Winner JFIC (RAJFIC)		2	2
Award Winner JNF (RAJNF)	1	1	2
Award Winner JPFIC (RAJPBF)		3	3
Award Winner YAFIC (RAYAF)	1	6	7
Award Winner YAPFIC (RAYPBF)			0
Biography (RBIO)	5	78	6 89
Books on CD (RBKCD)		63	8 71
Books on Tape (RBKT)	3	217	3 223
Compact Disc (RCD)	8	347	3 358
DVD		656	656
Equipment (REQP)			0
See librarian (RERR)			0
Express Book (REXP)		138	138
Fiction (RFIC)	54	1481	32 1567
Genealogy (RGENE)			0
Genealogy Mag (RGMAG)			0
Gen. Milroy Coll (RGMIL)			0
Games/Toys (RGT)		4	4
Internet (RINTER)		374	374
Juv. Biography (RJBIO)	1	31	1 33
Juv. Book on CD (RJBKCD)		4	4
Juv. Book on Tape (RJBKT)		142	142
Juv. Compact Disc (RJCD)		14	14
Juvenile Easy (RJE)	5	1222	3 1230
Juv. Easy Reader (RJER)	1	473	474
Juv. Fiction (RJFIC)	8	755	6 769
Juv. Holiday books (RJHOL)			0
Juv. Magazine (RJMAG)		100	100
Juv. Music Cassette (RJMC)		6	6
Juv. Nonfiction (RJNF)	7	1004	7 1018
Juv. Nonfic Text Bk (RJNFTB)		2	2
Juv. Paperback fic (RJPBF)	5	588	593
Juv. Reference (RJREF)			0
Large Print Fiction (RLPF)		25	25
Large Print Nonfic (RLPNF)		1	1
Magazine (RMAG)	1	334	335
Music Cassette (RMCAS)		12	12
Nonfiction (RNFIC)	21	942	8 971
Nonfiction VHS (RNFVHS)	1	52	53
Professional Coll. (RPRO)			0
Parent Shelf Juv. Fic (RPJF)			0
Parent Shelf Juv. NF (RPSJNF)		2	2
Parent Shelf Ref (PREF)			0
Reference (REF)		1	1
Ref. Magazine (RRMAG)			0
Reference Software (RRSW)			0
Spanish Collection (RSPA)		29	29
Software (RSWAR)	2	201	203
Vertical File (RVF)		4	4

VHS	10	1476	3	1489
YA Biography (RYAB)		8		8
YA Books on CD (RYABKCD)		1		
YA Books on Tape (RYABKT)		13		13
YA Fiction (RYAF)	6	280		286
YA Nonfiction (RYANF)		51		51
YA Paperback Fic (RYAPBF)	6	371	2	379
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)			4	4
Award Winner JFIC (WAJFIC)			1	1
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)			2	2
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	3	2	37	42
Books on CD (WBKCD)			10	10
Books on Tape (WBKT)	5	5	67	77
Compact Disc (WCD)	1	12	183	196
DVD		1	137	138
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)				0
Fiction (WFIC)	34	44	530	608
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			177	177
Juv. Biography (WJBIO)			9	9
Juv. Book on CD (WJBKCD)				0
Juv. Book on Tape (WJBKT)	3	4	36	43
Juv. Compact Disc (WJCD)			8	8
Juvenile Easy (WJE)	4	3	967	974
Juv. Easy Reader (WJER)	1		350	351
Juv. Fiction (WJFIC)		3	292	295
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)	2		52	54
Juv. Music Cassette (WJMC)			8	8
Juv. Nonfiction (WJNF)	5	5	374	384
Juv. Nonfic Text Bk (WJNFTB)			2	2
Juv. Paperback fic (WJPBF)		9	377	386
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)			19	19
Large Print Nonfic (WLPNF)			3	3
Magazine (WMAG)	2		164	166
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	15	13	440	468
Nonfiction VHS (WNFVHS)		1	36	37
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)		1		1
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			20	20
Software (WSWAR)		2	107	109

Vertical File (WVF)			8	8
VHS	2	6	702	710
YA Biography (WYAB)			2	2
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)	4	3	95	102
YA Nonfiction (WYANF)	1	1	13	15
YA Paperback Fic (WYAPBF)		7	96	103
TOTAL	13096	11817	5486	30398

CIRCULATION BY HOLDINGS CODE
May 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	4	7	0	11
Award Winner JE (AJE)	72	4	4	80
Award Winner JFIC (AJF)	34	3	1	38
Award Winner JNF (AJNF)	9	1	0	10
Award Winner JPFIC (AJPF)	2	3	0	5
Award Winner YAFIC (AYAF)	12	6	2	20
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	51	88	44	183
Books on CD (BKCD)	35	63	18	116
Books on Tape (BKT)	183	238	75	496
Compact Disc (CD)	369	361	197	927
DVD	242	657	139	1038
Equipment (EQP)	2	0	0	2
See librarian (ERR)	0	0	0	0
Express Book (EXP)	36	138	0	174
Fiction (FIC)	1562	1590	585	3737
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	4	0	4
Internet (INTR)	200	374	177	751
Juv. Biography (JBIO)	200	32	10	242
Juv. Book on CD (JBKD)	3	4	0	7
Juv. Book on Tape (JBKT)	174	147	36	357
Juv. Compact Disc (JCD)	39	14	9	62
Juvenile Easy (JE)	2290	1226	973	4489
Juv. Easy Reader (JER)	1091	476	350	1917
Juv. Fiction (JFIC)	622	762	303	1687
Juv. Holiday (JHOL)	13	0	0	13
Juv. Magazine (JMAG)	208	116	52	376
Juv. Music Cassette (JMC)	16	6	9	31
Juv. Nonfiction (JNF)	1086	1014	383	2483
Juv. Nonfic Text Bk (JNFT)	18	2	2	22
Juv. Paperback fic (JPBF)	755	601	378	1734
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	108	29	20	157
Large Print Nonfic (LPNF)	15	1	3	19
Magazine (MAG)	726	339	165	1230
Music Cassette (MCAS)	0	12	0	12
Nonfiction (NFIC)	1153	985	461	2599
Nonfiction VHS (NFVH)	44	53	36	133
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	16	2	0	18
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	35	60	22	117
Ref. Magazine (RMAG)	2	0	0	2
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	4	29	20	53
Software (SWAR)	182	204	108	494
Vertical File (VF)	29	4	8	41
VHS	1048	1488	708	3244
YA Biography (YAB)	6	9	2	17
YA Books on CD (YABKCD)	2	1	0	2
YA Books on Tape (YABKT)	8	13	0	21
YA Fiction (YAF)	99	286	95	480
YA Nonfiction (YANF)	27	52	14	93
YA Paperback Fic (YAPBF)	294	384	99	777
				0
Free reads	229	598	129	956
Puzzles			2	2
Talking books				0
Assignment Shelf Books				0
TOTAL	13355	12486	5639	31479

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1935	2355	734	5024
Nonfiction	1258	1163	550	2971
CHILDREN'S BOOKS				
Fiction	4866	3075	2009	9950
Nonfiction	1346	1058	395	2799
YA BOOKS				
Fiction	405	676	196	1277
Nonfiction	33	61	16	110
Magazines, Adult	728	339	165	1232
Magazines, Children	208	116	52	376
Games, Toys	0	4	2	6
Internet use	200	374	177	751
Sound Recordings, adult	595	687	290	1422
Sound Recordings, ch	232	171	54	457
Online databases	0	0	0	0
Software	182	204	108	494
Vertical file	29	4	8	41
VHS/DVD	1334	2198	883	4415
Equipment	2	0	0	2
Total	13353	12485	5639	31477

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

June 2002

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	122	26	143	31	177	38	442	96
LOCAL HISTORY								
In person	8	2	18	5		0	26	7
Letters written	1	1	9	9		0	10	10
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	18	2	12	1	10	1	40	3
VCR Use	1	0	2	0		0	3	0
Microforms		0	50	7		0	50	7
CD ROM/Online databases	180	15	141	12	59	5	408	34
Typewriter use	1	0		0	1	0	2	0
Other equipment used	4	1	4	1		0	8	3
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	5	3	28	19		0	33	22
Notarized documents	4	1		0		0	4	1
Meeting Room Use (no. of grou	21	7	26	9	31	10	78	26
Study room use	17	1	20	2		0	37	3
INTERLIBRARY LOANS								
Requests made for:	31	8	87	22	13	3	131	33
Items rec'd for:	35	18	58	29	22	11	115	58
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Total Borrowers	8101	8241	3317	19659
Non-resident, paying	10	24	1	35
PLAC card users		3		3
Reciprocal borrowers	477	304	26	807

PROGRAMS

Programs for all ages	1	6	3	18		0	4	24
Children's Programs (0-13)	16	96	10	60	7	42	33	198
Number attending	605		436		286		1327	
YA Programs (14-17)	6	36	3	18	2	12	11	66
Number attending	122		24		10		156	
Adult Programs	1	6	8	48	1	6	10	60
Number attending	75		112		32		219	
Senior Citizen Programs		0	1	6	2	12	3	18
Number attending			54		10		64	
Total Number of Programs	24	144	25	150	12	72	61	366
Total Persons Attending	802		626		338		1766	
Total Attending Same Month Las	820		1081		321		2222	
Total Staff Hours Spent		230		296		141		669
Hours Spent Same Month last year		229		353		117		699

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	8640	64.8%	7951	64.0%	2987	70.2%	19578	65.2%
Corporate	9	0.1%	127	1.0%	10	0.2%	146	0.5%
Juvenile 0-11	3641	27.3%	2432	19.6%	875	20.6%	6948	23.2%
Nonresident No Fee	42	0.3%	217	1.7%	50	1.2%	309	1.0%
Nonresident Fee		0.0%	23	0.2%	2	0.0%	25	0.1%
Reciprocal	257	1.9%	267	2.1%	6	0.1%	530	1.8%
School		0.0%	11	0.1%		0.0%	11	0.0%
St. Joseph College	23	0.2%	145	1.2%		0.0%	168	0.6%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	364	2.7%	666	5.4%	171	4.0%	1201	4.0%
YA 12-17	352	2.6%	583	4.7%	156	3.7%	1091	3.6%
Total	13328		12422		4257		30007	
All items borrowed by nonresidents	322	2.4%	663	5.3%	58	1.4%	1043	3.5%

Salary Ordinance 2002
7/1/2002

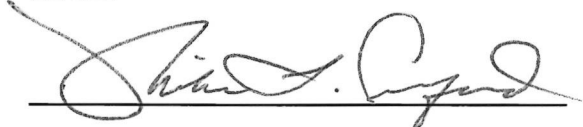
Name	Classification	Present Hrly Wage	Annual Salary	Hrs Library Worked		Start Date	Raise Date(s)	Step
Edgman, Matthew S.	Page	5.75/5.85/5.95	\$3,360.50	12	D	8/13/2001	4/1,7/1	1a,b,c
Fraley, Rebecca	Page	5.75/5.85		10	D	7/1/2002	10/1	1a,b
Hall, Melissa S.	Page	6.05	\$3,775.20	12	D	8/21/2000	Res. 7/15	2
Havens, Heather	Sub. Page	\$5.75			D	7/9/2002		1a
Pullins, Amber	Lib. Asst 1	\$10.75	\$22,360.00	40	R	3/14/1990		Longevity
Whitlock, Courtney	Page	5.75,5.85	\$1,380.40	8.5	W	6/18/2002	10/1	1a,b

Melissa Hall, DeMotte page, is resigning to attend college. She will be replaced by Rebecca Fraley who will work 10 of her 12 hours. Matthew Edgman will add one hour to his time. Heather Havens, who is a daughter of a DeMotte clerk, Denise Havens, will be employed when needed (but 5 hours or less per month) as a substitute page.

Courtney Whitlock is replacing Maegan Black as Wheatfield page.

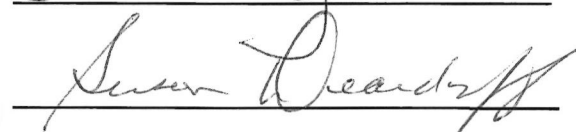
Amber Whited married last month. Her name is now Amber Pullins.

We have examined and approved the changes in the salary ordinance. Dated July 8, 2002.









MEMORANDUM

Public Records Policy

Summary: This policy tells what library records the board chooses to make exempt from disclosure. Only certain records are allowed by state law to be exempt (with board approval). Our board has always chosen to make all of those exempt which the law allows.

The Policy Committee recommends a change to #6 by including the italicized paragraph.

Discussion: By adding this paragraph, we allow staff to give the police the address of a patron immediately (without court order) in a situation where a patron might come to the desk after another patron left and say she heard that patron say he was going to kill himself (or someone else). Being able to give the police the address immediately might mean the difference between life and death.

At the same time, the wording is very specific, so that it does not allow law enforcement officials access to our patron records in other, less urgent, cases.

Vote: To add the italicized paragraph to the Public Records Policy.

Public Records Policy

Access to public records is governed by IC 5-14-3 which states that "all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees."

The following public records are exempted from the disclosure requirements upon approval of this policy by the JCPL Board of Trustees as provided for in IC 5-14-3.

1. Personnel files of library employees and files of applicants for employment except for.....
2. Administrative or technical information that would jeopardize a recordkeeping or security system.
3. Computer programs, computer codes, computer filing systems, and other software that are owned by the library or entrusted to it.
4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.
5. The identity of a donor of a gift made to the library if the donor requires nondisclosure...
6. Library records which can be used to identify any library patron. Circulation records or other records identifying the names of library users with specific materials are for the sole purposes of protecting public property and compiling statistical information. Such records shall not be used either directly or indirectly to otherwise identify the types of materials used by individual patrons.

A patron's address may be given to law enforcement officials when

- *Staff have good reason to believe that a patron, who has left the library before law enforcement officials can arrive, is a serious threat to himself or others and*
- *No other way to identify the patron is available (such as auto license number or address in phone book)*

....

Disclosure of library circulation records will be made in the case of parents or legal guardians, inquiring in person, about the materials their children aged 14 or under currently have on loan.

.....

7. Records deposited with, or acquired by, the Library upon a condition that the records be disclosed only:
 - 7.1 To qualified researchers
 - 7.2 After the passing of a period of years....
 - 7.3 After the death of persons specified.....

JCPL FINANCIAL STATEMENT

June 30, 2002

	<u>Beginning 2002 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$629,140.15	\$115,426.50	\$753,748.23	\$216,564.12	\$873,803.16	\$749,195.08
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00	\$0.00
Gift Fund	\$3,572.06	\$1,328.59	\$5,529.87	\$614.17	\$4,395.25	\$2,437.44
DeMotte	\$479.94	\$1,026.07	\$2,439.77	\$509.17	\$2,740.61	\$780.78
Rensselaer	\$2,252.64	\$151.63	\$2,169.66	\$100.00	\$1,503.64	\$1,586.62
Wheatfield	\$839.48	\$150.89	\$920.44	\$5.00	\$151.00	\$70.04
Library Improvement Reserve Fund	\$47,593.91	\$0.00	\$0.00	\$66.71	\$369.11	\$47,963.02
Bond & Interest Redemption Fund	\$110,881.49	\$61,097.50	\$61,097.50	\$45,281.23	\$178,137.76	\$227,921.75
Includes Investments of:						
Capital Projects Fund	\$231,687.24	\$0.00	\$2,166.24	\$35,917.98	\$91,693.93	\$321,214.93
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$522.68	\$0.00	\$522.68	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,290.12	\$30,626.29	\$5,290.12	\$30,626.29	\$0.00
FICA Tax Collected	\$0.00	\$4,770.04	\$27,859.64	\$4,770.04	\$27,859.64	\$0.00
State Tax Collected	\$1,844.37	\$2,005.68	\$11,802.25	\$2,026.72	\$11,984.60	\$2,026.72
County Tax Collected	\$507.51	\$559.27	\$3,279.65	\$565.47	\$3,337.61	\$565.47
Deferred Comp.	\$0.00	\$4,261.08	\$21,931.15	\$4,261.08	\$21,931.15	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,947.64	\$18,428.72	\$2,947.64	\$18,428.72	\$0.00
Employee Health/Life Insur.	\$0.00	\$17.80	\$111.80	\$17.80	\$111.80	\$0.00
Employee P.E.R.F.	\$5,086.23	\$0.00	\$10,687.51	\$2,248.06	\$12,310.17	\$6,708.89
Credit Union	\$0.00	\$350.00	\$2,100.00	\$350.00	\$2,100.00	\$0.00
TOTAL ALL FUNDS.....	\$1,030,522.96	\$198,054.22	\$949,916.53	\$320,921.14	\$1,277,636.87	\$1,358,243.30

JCPL FINANCIAL STATEMENT

June 30, 2002

	<u>Beginning 2002 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$629,140.15	\$115,426.50	\$753,748.23	\$174,063.57	\$831,302.61	\$706,694.53
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00	\$0.00
Gift Fund	\$3,572.06	\$1,328.59	\$5,529.87	\$614.17	\$4,395.25	\$2,437.44
DeMotte	\$479.94	\$1,026.07	\$2,439.77	\$509.17	\$2,740.61	\$780.78
Rensselaer	\$2,252.64	\$151.63	\$2,169.66	\$100.00	\$1,503.64	\$1,586.62
Wheatfield	\$839.48	\$150.89	\$920.44	\$5.00	\$151.00	\$70.04
Library Improvement Reserve Fund	\$47,593.91	\$0.00	\$0.00	\$66.71	\$369.11	\$47,963.02
Bond & Interest Redemption Fund	\$110,881.49	\$61,097.50	\$61,097.50	\$87,781.78	\$220,638.31	\$270,422.30
Includes Investments of:						
Capital Projects Fund	\$231,687.24	\$0.00	\$2,166.24	\$35,917.98	\$91,693.93	\$321,214.93
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$522.68	\$0.00	\$522.68	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,290.12	\$30,626.29	\$5,290.12	\$30,626.29	\$0.00
FICA Tax Collected	\$0.00	\$4,770.04	\$27,859.64	\$4,770.04	\$27,859.64	\$0.00
State Tax Collected	\$1,844.37	\$2,005.68	\$11,802.25	\$2,026.72	\$11,984.60	\$2,026.72
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Employee Health/Life Insur.	\$0.00	\$17.80	\$111.80	\$17.80	\$111.80	\$0.00
Employee P.E.R.F.	\$5,086.23	\$0.00	\$10,687.51	\$2,248.06	\$12,310.17	\$6,708.89
Credit Union	\$0.00	\$350.00	\$2,100.00	\$350.00	\$2,100.00	\$0.00
TOTAL ALL FUNDS.....	\$1,030,522.96	\$198,054.22	\$949,916.53	\$320,921.14	\$1,277,636.87	\$1,358,243.30

Bank Balances
Jasper County Public Library
Report as of: 6/30/2002

<i>Bank</i>		
1	Peoples State Bank	\$1,295,666.38
2	Demotte State Bank	\$14,403.90
3	Lafayette Bank & Trust-LIRF	\$47,963.02
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$1,358,243.30</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for

100 OPERATING FUND

Jasper County Public Library

Report Date: From 6/1/2002 To 6/27/2002

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$48,776.00	\$0.00	\$48,776.00	\$4,064.66	\$24,322.96	\$24,453.04	49.9
1.12 SALARY OF ASSISTANTS	\$672,085.00	\$0.00	\$672,085.00	\$57,752.59	\$338,696.52	\$333,388.48	50.4
1.13 WAGES OF JANITORS	\$44,317.00	\$0.00	\$44,317.00	\$3,483.88	\$19,584.16	\$24,732.84	44.2
1.21 EMPLOYER'S SHARE-FICA	\$58,446.00	\$0.00	\$58,446.00	\$4,770.04	\$27,859.64	\$30,586.36	47.7
1.22 UNEMPLOYMENT COMPENSATION	\$513.00	\$0.00	\$513.00	\$0.00	\$1,237.93	(\$724.93)	241.3
1.23 EMPLOYER'S CONTRIB. - PERF	\$37,372.00	\$0.00	\$37,372.00	\$0.00	\$16,948.31	\$20,423.69	45.4
1.24 EMPLOYER'S CONTRIB. - INS.	\$34,848.00	\$0.00	\$34,848.00	\$3,540.01	\$21,228.41	\$13,619.59	60.9
1.31 OTHER PERSONAL SERVICES	\$750.00	\$0.00	\$750.00	\$0.00	\$107.25	\$642.75	14.3
Subtotal	\$897,107.00		\$897,107.00	\$73,611.18	\$449,985.18	\$447,121.82	50.2
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$0.00	\$52.09	\$697.91	6.9
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$214.25	\$235.75	47.6
2.13 OTHER OFFICE SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$779.97	\$4,430.03	\$2,069.97	68.2
2.21 CLEANING & SANITATION SUPPLIES	\$4,200.00	\$0.00	\$4,200.00	\$231.88	\$1,668.90	\$2,531.10	39.7
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$38.57	\$595.95	\$3,404.05	14.9
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$82.84	\$361.24	\$838.76	30.1
2.32 PAINT AND PAINTING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$12.59	\$22.61	\$377.39	5.7
2.41 LIBRARY SUPPLIES	\$12,615.00	\$0.00	\$12,615.00	\$1,165.08	\$5,593.21	\$7,021.79	44.3
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$67.68	\$82.32	45.1
Subtotal	\$30,275.00		\$30,275.00	\$2,310.93	\$13,005.96	\$17,269.04	43.0

<i>Account # Description</i>		<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>								
3.12 ENGINEERING & ARCH	CES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.13 LEGAL SERVICES		\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 OTHER PROFESSIONAL	ICES	\$6,000.00	\$0.00	\$6,000.00	\$5,369.60	\$6,685.60	(\$685.60)	111.4
3.21 TELEPHONE		\$7,000.00	\$0.00	\$7,000.00	\$592.47	\$3,006.90	\$3,993.10	43.0
3.22 POSTAGE		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,102.18	\$2,897.82	42.0
3.23 MILEAGE		\$8,000.00	\$0.00	\$8,000.00	\$224.11	\$4,432.94	\$3,567.06	55.4
3.24 PROFESSIONAL MEETIN		\$9,000.00	\$0.00	\$9,000.00	\$21.01	\$6,119.74	\$2,880.26	68.0
3.25 FREIGHT		\$3,400.00	\$0.00	\$3,400.00	\$326.94	\$1,595.62	\$1,804.38	46.9
3.26 NETWORKING		\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$5,817.48	(\$317.48)	105.8
3.31 ADVERTISING & PUBLIC	CES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$569.85	\$930.15	38.0
3.32 OTHER PRINTING		\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTIS		\$550.00	\$0.00	\$550.00	\$0.00	\$150.00	\$400.00	27.3
3.41 OFFICIAL BONDS		\$200.00	\$0.00	\$200.00	\$0.00	\$100.00	\$100.00	50.0
3.42 OTHER INSURANCE		\$12,500.00	\$0.00	\$12,500.00	\$3,604.00	\$5,027.00	\$7,473.00	40.2
3.51 GAS		\$36,000.00	\$0.00	\$36,000.00	\$1,061.92	\$11,605.91	\$24,394.09	32.2
3.52 ELECTRICITY		\$46,000.00	\$0.00	\$46,000.00	\$3,717.63	\$18,936.96	\$27,063.04	41.2
3.53 WATER		\$950.00	\$0.00	\$950.00	\$109.35	\$492.75	\$457.25	51.9
3.54 WASTE DISPOSAL SER		\$2,365.00	\$0.00	\$2,365.00	\$177.56	\$1,162.16	\$1,202.84	49.1
3.61 BUILDING & STRUCTUF		\$46,000.00	\$52,195.50	\$98,195.50	\$2,799.50	\$73,352.39	\$24,843.11	74.7
3.62 EQUIPMENT		\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$153.00	\$1,847.00	7.6
3.72 EQUIPMENT RENTALS		\$230.00	\$0.00	\$230.00	\$9.95	\$141.70	\$88.30	61.6
3.91 DUES		\$2,600.00	\$0.00	\$2,600.00	\$0.00	\$2,900.52	(\$300.52)	111.6
3.94 TRANSFER TO LIRF		\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT		\$100.00	\$45.96	\$145.96	\$0.00	\$85.60	\$60.36	58.6
3.96 PETTY CASH		\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVIN	P.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE	TRACTS	\$51,872.00	\$0.00	\$51,872.00	\$1,909.22	\$19,418.25	\$32,453.75	37.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$309,087.00	\$52,241.46	\$361,328.46	\$19,923.26	\$163,856.55	\$197,471.91	45.3
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$19,685.00	\$0.00	\$19,685.00	\$299.99	\$2,403.86	\$17,281.14	12.2
4.51 BOOKS	\$145,400.00	\$0.00	\$145,400.00	\$17,063.06	\$81,878.78	\$63,521.22	56.3
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$729.00	\$17,112.90	\$6,887.10	71.3
4.53 NONPRINTED MATERIALS	\$56,350.00	\$0.00	\$56,350.00	\$1,489.08	\$25,505.00	\$30,845.00	45.3
Subtotal	\$245,435.00		\$245,435.00	\$19,581.13	\$126,900.54	\$118,534.46	51.7
Grand Total	\$1,481,904.00	\$52,241.46	\$1,534,145.46	\$115,426.50	\$753,748.23	\$780,397.23	49.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/5/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$10,966.50	PFEEF - Prec. Control A/P#57, Pd 1/14
3/5/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$39,879.00	PFEEF - Area Sheet Metal A/P#20, Pd 1/14
5/13/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,350.00	Repairs to light pole-Herrman & Goetz-A/P#368
5/13/2002	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$45.96	John Rush-found lost book refund;A/P#378
6/17/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$1,599.60	COBRA Reimbursement-Filson Jan-Jun '02

Appropriation Report for**120.03 RENS & DEM BOND AND INT****Jasper County Public Library****Report Date: From 1/1/2002 To 6/30/2002**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charge</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
3.81 PAYMENT OF BONDS	\$315,000.00	\$0.00	\$315,000.00	\$0.00	\$0.00	\$315,000.00	0.0
3.82 INTEREST-BONDS	\$122,195.00	\$0.00	\$122,195.00	\$61,097.50	\$61,097.50	\$61,097.50	50.0
Subtotal	\$437,745.00		\$437,745.00	\$61,097.50	\$61,097.50	\$376,647.50	14.0
Grand Total	\$437,745.00	\$0.00	\$437,745.00	\$61,097.50	\$61,097.50	\$376,647.50	14.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**160 CAPITAL PROJECTS FUND****Jasper County Public Library****Report Date: From 1/1/2002 To 6/30/2002**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charge							
3.14 OTHER PROFESSIONAL SERVICES	\$8,600.00	\$0.00	\$8,600.00	\$0.00	\$0.00	\$8,600.00	0.0
Subtotal	\$8,600.00		\$8,600.00	\$0.00	\$0.00	\$8,600.00	0.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$17,300.00	\$0.00	\$17,300.00	\$0.00	\$0.00	\$17,300.00	0.0
4.53 NONPRINTED MATERIALS	\$4,100.00	\$0.00	\$4,100.00	\$2,166.24	\$2,166.24	\$1,933.76	52.8
Subtotal	\$21,400.00		\$21,400.00	\$2,166.24	\$2,166.24	\$19,233.76	10.1
Grand Total	\$30,000.00	\$0.00	\$30,000.00	\$2,166.24	\$2,166.24	\$27,833.76	7.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**130 LIRF FUND*****Jasper County Public Library******Report Date: From 1/1/2002 To 6/30/2002***

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charge</i>							
3.61 BUILDING & STRUCTURES	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$0.00	\$70,000.00	0.0
Subtotal	\$70,000.00		\$70,000.00	\$0.00	\$0.00	\$70,000.00	0.0
Grand Total	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$0.00	\$70,000.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List

Jasper County Public Library

Report Date: From 6/1/2002 To 6/27/2002

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21024	438	ACE HARDWARE	6/10/2002	Contact paper, caulk, double hook	\$66.27
21025	439	ALCO DISCOUNT STORE #290	6/10/2002	contact paper	\$4.00
21026	440	AMERICAN LIB. ASSN.	6/10/2002	Practical Strategies Lib. Management	\$35.80
21027	441	AMERITECH	6/10/2002	Yellow Pages Charges-Chicago, Crown Pt., Gary, Indy, Lowell	\$733.85
21028	442	ANNE-MARIE EGAN	6/10/2002	Mileage-Demotte Board Mtg.	\$16.06
21089	443	BAKER & TAYLOR	6/10/2002	Books,Continuations,Gift books, A.V., children's program supplies	\$10,671.11
21030	444	BETHANY HOUSE PUBLISHER	6/10/2002	Books	\$8.31
21031	445	CHARLOTTE FAGEN	6/10/2002	Adventures in Odyssey-Audiobook	\$14.50
21032	446	CLOWNS, ETC.	6/10/2002	Summer Reading Program;6/26/02-R & W	\$200.00
21033	447	CONGRESSIONAL QUARTERL	6/10/2002	CQ Researcher Annual Subscription;5/24/02-5/03;Ren	\$530.00
21034	448	CULLIGAN	6/10/2002	Water & Cooler Rental-Wheatfield	\$59.45
21035	449	DEHAAN CONSTRUCTION, IN	6/10/2002	Inspect & Repair roof-Demotte	\$125.00
21036	450	DESIGN-AIRE CONSULTANTS,	6/10/2002	Engineering Services-Demotte	\$3,679.60
21037	451	DEMCO	6/10/2002	CD cases, reconditioner cleaner, book jackets, labels, DVD & Video openers	\$1,268.26
21038	452	DIANE KROS	6/10/2002	Adventures in Odyssey-Audiobook	\$14.50
21039	453	DAVIDSON TITLES INC.	6/10/2002	Books	\$102.29
21040	454	DIANE OPOLSKI	6/10/2002	Library Visit Expense-5/30/2002	\$6.91
21041	455	ELTON E. HUMMEL	6/10/2002	Summer Reading Program;6/11 & 6/12-Sleeping Beauty	\$705.00
21042	456	FACTS ON FILE, INC.	6/10/2002	Business & Personal Forms 2002	\$317.79
21043	457	FASE'S WATER TREATMENT	6/10/2002	Redout-Dem	\$58.50
21044	458	GAIL JUNG	6/10/2002	Contact Paper,Budget Workshop Mileage-5/14/02	\$62.27
21045	459	GALE GROUP	6/10/2002	Continuations	\$1,120.03
21046	460	GROLIER PUBLISHING COMP	6/10/2002	Books	\$52.17
21047	461	GUMDROP BOOKS	6/10/2002	Books	\$1,949.40
21048	462	HAMSTRA BUILDERS, INC.	6/10/2002	Repair to Gutter-Wheatfield	\$68.00
21049	463	HERITAGE OFFICE PRODUCT	6/10/2002	Markers,Name badge,3-hole punch, Mita copier contract 5/17/02-5/17/03;W	\$759.81
21050	464	HERRMAN & GOETZ, INC.	6/10/2002	Check line voltage lights-Rens	\$275.00
21051	465	HP PRODUCTS CORP.	6/10/2002	Latex Gloves, Disinfectant, vacuum parts	\$28.49
21052	466	INSPIRATIONAL DISTRIBUTO	6/10/2002	Books	\$73.48
21053	467	INFO USA MARKETING, INC.	6/10/2002	Continuations-R & D	\$1,090.00
21091	468	INGRAM	6/10/2002	Books	\$182.01
21055	469	JACKIE SAXON	6/10/2002	Mileage-Scholastic booksale-Summer Reading Program	\$83.22
21056	470	KOEN BOOK DISTRIBUTORS, I	6/10/2002	Books	\$295.77
21057	471	BRIAN ORBAN	6/10/2002	Spray weeds, fertilizer, mowings;4/14 - 5/4/02	\$281.00
21058	472	LINDA THOMPSON	6/10/2002	Mileage-Pegasus & OPAC Workshops, Library visits & expense	\$97.86
21059	473	MANUFACTURERS' NEWS, IN	6/10/2002	2002 Indiana Manufacturers Directory	\$126.95
21060	474	OFFICE DEPOT	6/10/2002	Laser Printer, Cartridges & Toner	\$434.97
21061	475	POST TRIBUNE	6/10/2002	Annual Subscription 6/7/02- 6/03;Wheatfield	\$156.00
21062	476	PRECISION CONTROL SYSTE	6/10/2002	HVAC Renovation-Demotte	\$1,440.50
21063	477	PROQUEST INFORMATION &	6/10/2002	Microfilm-Indiana 1930 Federal Census;Huntington	\$19.95
21064	478	QUILL	6/10/2002	Labels, Clasp Envelopes, Ink Cartridges	\$233.93
21065	479	REBECCA GIBSON	6/10/2002	Programming Counterparts Expense-4/17/02	\$6.76
21066	480	RECORDED BOOKS, LLC	6/10/2002	Audiobooks	\$188.50
21067	481	RELIABLE EXTERMINATORS, I	6/10/2002	Quarterly Service-Inside & Outdoor-Rens	\$150.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21068	482	RELIABLE CORPORATION	6/10/2002	Color Inkjet Cartridges, Color Copy Paper, Interdepartmental Envelopes	\$353.22
21069	483	RUSSELL R. SESSIONS	6/10/2002	Final Plowing 3/25 & 3/26/02-Demotte	\$460.00
21070	484	SECURITY COURIERS CORP.	6/10/2002	4 weeks Courier Service between branches	\$983.73
21071	485	SELECTVIDEO	6/10/2002	Video's	\$164.64
21072	486	SHOWCASES	6/10/2002	150 Single CD Jewel Cases	\$178.20
21073	487	SILLY SAFARIS	6/10/2002	Summer Reading Program-6/18 & 6/19/02;D, R, W	\$550.00
21074	488	SMART KIDS SOFTWARE	6/10/2002	CD Rom-Quick Study Spanish	\$23.90
21075	489	SPRINT YELLOW PAGES	6/10/2002	Directory Yellow Pages-Quarterly Payment	\$212.25
21076	490	TIMESTEP PLAYERS EDUCATI	6/10/2002	Summer Reading Program-Looking for the Dinosaur	\$585.00
21077	491	TYSEN'S COUNTRY GROCER	6/10/2002	janitorial supplies, book discussion & childrens summer reading supplies-D	\$278.37
21078	492	UNIQUE BOOKS, INC.	6/10/2002	Books	\$1,722.89
21079	493	UNIQUE MANAGEMENT SERVI	6/10/2002	Collections:Initial & Secondary Placements-April '02	\$218.85
21080	494	WAL-MART COMMUNITY BRC	6/10/2002	DVD's, Video's, CD's,Program supplies;D & R	\$575.41
21081	495	ZURICH	6/10/2002	Workers Compensation 4/02-4/03	\$3,604.00
0	496	PAYROLL	6/10/2002	PAYROLL	\$32,768.56
21082	497	ALIAC	6/10/2002	Indiana Deferred Comp. Plan-Withheld from Payroll 6/10/02	\$2,130.54
21083	498	ANTHEM BLUE CROSS AND B	6/10/2002	Health Insurance Premiums-June '02	\$6,275.10
21084	499	LA-PORTER FEDERAL CREDIT	6/10/2002	Withheld from Payroll-10 JUN '02	\$175.00
21085	500	NIPSCO	6/10/2002	Demotte Utilities-May '02	\$2,212.03
21086	501	NORTHWESTERN INDIANA TE	6/10/2002	Local Telephone Service-Jun '02;Demotte	\$129.56
21087	502	TOWN OF DEMOTTE	6/10/2002	Sewer Service Demotte- MAY '02	\$50.26
21088	503	TOWN OF WHEATFIELD SEW	6/10/2002	Sewer Service Wheatfield-JUN '02	\$41.05
0	504	INTERNAL REVENUE SERVIC	6/11/2002	FICA & FED Tax withheld from 10 JUN '02 Payroll	\$7,548.62
0	505	INDIANA DEPARTMENT OF RE	6/20/2002	State & County taxes withheld MAY '02	\$2,564.95
21090	506	SPRINT	6/20/2002	Payphone-Rens. June billing	\$51.65
0	507	PAYROLL	6/25/2002	PAYROLL	\$32,532.57
21092	508	ALIAC	6/25/2002	Indiana Deferred Comp Plan Withheld 25 JUN 02 Payroll	\$2,130.54
21093	509	AFLAC	6/25/2002	Supplemental Insurance Premium- July'02	\$132.70
21094	510	ANTHEM LIFE	6/25/2002	July Premium '02-Life Insurance Coverage	\$97.65
21095	511	BANK ONE TRUST COMPANY,	6/25/2002	Bond Payment Interest due 7/1/02	\$61,097.50
21096	512	CITY OF RENSSELAER	6/25/2002	Rens. Library Utilities-5/9-6/10/02	\$2,017.06
0	513	INTERNAL REVENUE SERVIC	6/25/2002	FICA & Federal Tax withheld from 25 Jun 02 Payroll	\$7,281.58
21097	514	KANKAKEE VALLEY POST NE	6/25/2002	Annual Newspaper Subscription-Wheatfield Lib.	\$43.00
21098	515	LA-PORTER FEDERAL CREDIT	6/25/2002	Withheld from Payroll-Jung, Davis, Stringfellow	\$175.00
21099	516	NIPSCO	6/25/2002	Wheatfield Lib. Utilities-5/13-6/12/02	\$696.56
21100	517	SPRINT	6/25/2002	Local Phone Service-Wh. Lib. June'02	\$137.65
21101	518	SPRINT	6/25/2002	Long Distance - May'02	\$61.36

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
					<i>Total Amount of Claims</i>
					\$198,054.22

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, June 25, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$198,054.22

Date this 8th day of July, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5 corr.

Receipt Breakdown

June 30, 2002

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,505.49	\$15,218.12
DeMotte	\$1,222.71	\$6,145.29		
Rensselaer	\$831.25	\$5,945.39		
Wheatfield	\$451.53	\$3,127.44		
PHOTOCOPIES:			\$530.47	\$3,621.15
DeMotte	\$169.70	\$1,543.70		
Rensselaer	\$302.27	\$1,689.10		
Wheatfield	\$58.50	\$388.35		
CARDS:			\$8.00	\$36.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$8.00	\$36.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$1,451.51	\$7,048.07
Checking/Repurchase/Savings	\$1,451.51	\$7,048.07		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$211,147.20	\$790,607.74
Property Tax	\$149,370.20	\$404,615.74		
License Excise Tax	\$57,347.59	\$57,347.59		
Financial Institution Tax	\$589.00	\$589.00		
CVET(Commercial Vehicle Excise)	\$3,840.41	\$3,840.41		
Local Option/Certified Shares		\$291,716.00		
Local Option/Property Tax Repl.		\$32,499.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$921.45	\$57,272.08
Insurance	\$0.00	\$182.50		
Rebates/Refund	\$0.00	\$159.91		
Postage	\$0.00	\$0.00		
Reimbursements,PFEFF	\$0.00	\$50,845.50		
COBRA/FMLA Reimbursement	\$266.60	\$1,599.60		
Magazine Refunds	\$12.00	\$377.90		
Reimbursements	\$0.00	\$1,360.58		
Telephone refund	\$0.00	\$2,103.24		
Fixed Asset Sales	\$642.85	\$642.85		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS:			\$216,564.12	\$873,803.16
PLAC FUND:			\$0.00	\$25.00
GIFT FUNDS:			\$614.17	\$4,395.25
DeMotte	\$509.17	\$2,740.61		
Rensselaer	\$100.00	\$1,503.64		
Wheatfield	\$5.00	\$151.00		
LIBRARY IMPROVEMENT FUND:			\$66.71	\$369.11
BOND & INTEREST REDEMPTION FUND			\$45,281.23	\$178,137.76
Property Tax	\$45,996.32	\$178,852.85		
License Excise Tax	(\$3,021.04)	(\$3,021.04)		
Financial Institution Tax	\$307.00	\$307.00		
CVET(Commercial Vehicle Excise)	\$1,998.95	\$1,998.95		
CAPITAL PROJECTS FUND:			\$35,917.98	\$91,693.93
Interest Earned	\$539.50	\$2,770.25		
Property Tax	\$26,954.08	\$80,499.28		
License Excise Tax	\$7,495.26	\$7,495.26		
Financial Institution Tax	\$123.50	\$123.50		
CVET(Commercial Vehicle Excise)	\$805.64	\$805.64		
HOST/HOSPITALITY FUND:			\$0.00	\$522.68
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1):			\$298,444.21	\$1,148,946.89

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:			\$22,476.93	\$128,689.98
FIT Tax Collected	\$5,290.12	\$30,626.29		
FICA Collected	\$4,770.04	\$27,859.64		
State Tax Collected	\$2,026.72	\$11,984.60		
County Tax Collected	\$565.47	\$3,337.61		
Deferred Comp Plan	\$4,261.08	\$21,931.15		
#125 Pre-tax Plan	\$2,947.64	\$18,428.72		
Life/Health Insurance	\$17.80	\$111.80		
PERF	\$2,248.06	\$12,310.17		
Credit Union	\$350.00	\$2,100.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$320,921.14	\$1,277,636.87

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
June 30, 2002

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,505.49	\$15,218.12
DeMotte	\$1,222.71	\$6,145.29		
Rensselaer	\$831.25	\$5,945.39		
Wheatfield	\$451.53	\$3,127.44		
PHOTOCOPIES:			\$530.47	\$3,621.15
DeMotte	\$169.70	\$1,543.70		
Rensselaer	\$302.27	\$1,689.10		
Wheatfield	\$58.50	\$388.35		
CARDS:			\$8.00	\$36.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$8.00	\$36.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$1,451.51	\$7,048.07
Checking/Repurchase/Savings	\$1,451.51	\$7,048.07		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$168,646.65	\$748,107.19
Property Tax	\$128,487.94	\$383,733.48		
License Excise Tax	\$35,729.30	\$35,729.30		
Financial Institution Tax	\$589.00	\$589.00		
CVET(Commercial Vehicle Excise)	\$3,840.41	\$3,840.41		
Local Option/Certified Shares		\$291,716.00		
Local Option/Property Tax Repl.		\$32,499.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$921.45	\$57,272.08
Insurance	\$0.00	\$182.50		
Rebates/Refund	\$0.00	\$159.91		
Postage	\$0.00	\$0.00		
Reimbursements,PFEFF	\$0.00	\$50,845.50		
COBRA/FMLA Reimbursement	\$266.60	\$1,599.60		
Magazine Refunds	\$12.00	\$377.90		
Reimbursements	\$0.00	\$1,360.58		
Telephone refund	\$0.00	\$2,103.24		
Fixed Asset Sales	\$642.85	\$642.85		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$174,063.57	\$831,302.61
PLAC FUND:			\$0.00	\$25.00
GIFT FUNDS:			\$614.17	\$4,395.25
DeMotte	\$509.17	\$2,740.61		
Rensselaer	\$100.00	\$1,503.64		
Wheatfield	\$5.00	\$151.00		
LIBRARY IMPROVEMENT FUND:			\$66.71	\$369.11
BOND & INTEREST REDEMPTION FUND			\$87,781.78	\$220,638.31
Property Tax	\$66,878.58	\$199,735.11		
License Excise Tax	\$18,597.25	\$18,597.25		
Financial Institution Tax	\$307.00	\$307.00		
CVET(Commercial Vehicle Excise)	\$1,998.95	\$1,998.95		
CAPITAL PROJECTS FUND:			\$35,917.98	\$91,693.93
Interest Earned	\$539.50	\$2,770.25		
Property Tax	\$26,954.08	\$80,499.28		
License Excise Tax	\$7,495.26	\$7,495.26		
Financial Institution Tax	\$123.50	\$123.50		
CVET(Commercial Vehicle Excise)	\$805.64	\$805.64		
HOST/HOSPITALITY FUND:			\$0.00	\$522.68
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$298,444.21	\$1,148,946.89

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:				
FIT Tax Collected	\$5,290.12	\$30,626.29		
FICA Collected	\$4,770.04	\$27,859.64		
State Tax Collected	\$2,026.72	\$11,984.60		
County Tax Collected	\$565.47	\$3,337.61		
Deferred Comp Plan	\$4,261.08	\$21,931.15		
#125 Pre-tax Plan	\$2,947.64	\$18,428.72		
Life/Health Insurance	\$17.80	\$111.80		
PERF	\$2,248.06	\$12,310.17		
Credit Union	\$350.00	\$2,100.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$22,476.93	\$128,689.98
			\$320,921.14	\$1,277,636.87

Voucher List

Jasper County Public Library

Report Date: From 7/1/2002 To 7/8/2002

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21102	519	ACE HARDWARE	7/8/2002	Caulking, Batteries	\$9.57
21103	520	ALCO DISCOUNT STORE #290	7/8/2002	Film for Camera	\$10.99
21104	521	AL'S CONSTRUCTION, INC.	7/8/2002	Handrail repairs @ DeM. Lib.	\$425.00
21105	522	AREA SHEET METAL, INC.	7/8/2002	Retainage for completed HVAC project-DeM. Library	\$4,431.00
21106	523	BAKER & TAYLOR	7/8/2002	Books, Continuations, AV, Automatically Yours Subsc., Gift Books	\$7,553.26
21107	524	BIERMA HARDWARE, INC.	7/8/2002	Spray Nine, Light Bulbs, phone cord	\$19.85
21108	525	CHARLOTTE FAGEN	7/8/2002	Dry Cleaning-Dewey costume, postage, craft supply	\$16.94
21109	526	CULLIGAN	7/8/2002	Cooler Rental-Wh. Lib.-July'02	\$9.95
21110	527	D & J LAWNCARE, INC.	7/8/2002	Spring Cleanup & Lawn Mowing-4/27-6/1/02 @ DeM. Lib.	\$445.00
21111	528	DAVIDSON TITLES INC.	7/8/2002	Books	\$22.95
21112	529	DELL MARKETING L.P.	7/8/2002	5 Dell Computers, 4 Monitors, 1 Flat Monitor	\$6,571.00
21113	530	DEMCO	7/8/2002	Book Pockets, Adhesive, Book Tape, Catalog Cards	\$256.96
21114	531	DEMOTTE CHAMBER OF COM	7/8/2002	Chamber dues-7/02-7/03	\$85.00
21115	532	DIANA KOOY	7/8/2002	Mileage-Bank Deposits, Lib. Visits, Mgmt Institute, Supplies	\$136.51
11367	533	DIANA KOOY	7/8/2002	Lost 5/24/02 payroll check - Stop Payment issued	(\$524.04)
21116	534	DIANA KOOY	7/8/2002	Replacement for Lost 5/24/02 Payroll Check	\$524.04
21117	535	DIANE KROS	7/8/2002	Mileage-Bank Deposits, Inspire Wkshp, Summer Rdg supply, Book Ordering	\$25.55
21118	536	FACTS ON FILE NEWS SERVIC	7/8/2002	Today's Science on File subscription-8/02-8/03 DeM.	\$296.50
21119	537	FASE'S WATER TREATMENT	7/8/2002	Redout @ Dem. Lib.	\$58.50
21120	538	GA FOODS GROUP	7/8/2002	Mgmt Mtg. Expense-Rens.	\$12.65
21121	539	GALE GROUP	7/8/2002	Something About the Author-Continuations	\$124.31
21122	540	GOODWIN FIRE EQUIPMENT, I	7/8/2002	Annual Fire Extinguisher inspection-DeM. Lib.	\$18.00
21123	541	HANSEN & ASSOCIATES	7/8/2002	Marketing-Imprinted Mugs	\$204.51
21124	542	HERITAGE OFFICE PRODUCT	7/8/2002	UPS shipping charges	\$60.36
21125	543	PROQUEST INFORMATION & L	7/8/2002	Microfilm & Software-Genealogy	\$34.90
21126	544	HOLLINGER CORPORATION	7/8/2002	Archival Materials- Rens. Lib.	\$48.69
21127	545	HP PRODUCTS CORP.	7/8/2002	Admiral Carpet Scrubber repairs, Vacuum Cleaner accessories, & Janitorial Supply	\$466.54
21128	546	INCOLSA	7/8/2002	NetLibrary & McGraw-Hill Access Science database subscriptions	\$1,054.69
21129	547	INDIANA DEPT.OF WORKFOR	7/8/2002	Unemployment Compensation-2nd Quarter Pymt	\$193.36
21130	548	INFORMATION TODAY	7/8/2002	American Library Directory-Continuations	\$305.05
21131	549	INGRAM	7/8/2002	Paperback Books	\$57.46
21132	550	INSPIRATIONAL DISTRIBUTOR	7/8/2002	Christian books	\$50.51
21133	551	INSIGHT	7/8/2002	Backup MyPC Stomp software & PC Anywhere 10.5 version Host software	\$202.99
1027	552	JASPER COUNTY PUBLIC LIBR	7/8/2002	Bank Transfer-DeMotte State Bank to Peoples State Bank	\$13,500.00
21134	553	JOHN LEWANDOWSKI	7/8/2002	Magic Show - Teen Summer Rdg. Program @ DeM. Lib.	\$125.00
21135	554	KIRBY RISK CORPORATION	7/8/2002	Electrical parts (SA office); Igniters & Capacitors (outside fixtures), Dimmer Switch	\$251.92
21136	555	OXMOOR HOUSE	7/8/2002	Spirit of Christmas XVI series	\$29.91
21137	556	LIBERTY SOUND & ELECTRON	7/8/2002	CCTV Security Camera System-DeM. Lib.	\$4,350.00
21138	557	LYNN DAUGHERTY	7/8/2002	Books, Mileage	\$44.86
21139	558	M W INSURANCE AGENCY	7/8/2002	Workers Comp audit 4/16/01-02 (additional chg)	\$401.00
21140	559	MIDWAY ELECTRONICS	7/8/2002	July '02 Wireless Connection fee	\$420.00
21141	560	NIPSCO	7/8/2002	DeMotte Lib. Utilities-5/17-6/18/02	\$2,172.43
21142	561	OFFICE DEPOT	7/8/2002	HP LaserJet 1200 - Business Office	\$399.99
21143	562	OOMS BROS. DISPOSAL SERV	7/8/2002	Trash Removal - 7/1-9/30/02 @ DeM. Lib.	\$58.30

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21144	563	PATTY STRINGFELLOW	7/8/2002	Mileage-Mgmt Institute	\$67.89
21145	564	PLATINUM PLUS FOR BUSINE	7/8/2002	Scholastic Book Fair-books & reading supplies	\$669.37
21146	565	POSTMASTER GENERAL	7/8/2002	Stamps	\$835.50
21147	566	POWERKIDS PRESS	7/8/2002	Books	\$89.80
21148	567	PROQUEST INFORMATION & L	7/8/2002	Microfiche-Rens. Republican, 1/1/02-4/30/02	\$74.84
21149	568	PUBLIC EMPLOYEES' RETIRE	7/8/2002	2nd Qtr Payment- Retirement Plan	\$16,169.13
21150	569	PUBLISHING SALES CONSULT	7/8/2002	Books	\$264.55
21151	570	QUILL	7/8/2002	Paper Towels, Kleenex, Inkjet Cartridges, Latex Gloves, Constr. Paper, Labels, File Folders, Tape, etc.	\$621.74
21152	571	REBECCA GIBSON	7/8/2002	Mileage & Mtg. Expenses	\$293.99
21153	572	RECORDED BOOKS, LLC	7/8/2002	Audiobooks	\$408.80
21154	573	REGENT BOOK CO., INC.	7/8/2002	Continuations-BH&G books	\$84.04
21155	574	RELIABLE EXTERMINATORS, I	7/8/2002	Pest Control-Inside & Outside @ Wh. Lib.	\$150.00
21156	575	RENSSELAER REPUBLICAN	7/8/2002	Classified Ad-Page @ Wh. Lib.	\$30.00
21157	576	RYAN A. KINGMA	7/8/2002	Landscaping Improvements-DeM. Library	\$1,445.82
21158	577	SANDRA S. GERSBACH	7/8/2002	Window Washing-Rens.	\$280.00
21159	578	SECURITY COURIERS CORP.	7/8/2002	Daily Transport Service b/w branches	\$936.80
21160	579	SHEILA MAXWELL	7/8/2002	Mileage & Expenses	\$355.02
21161	580	STANDARD & POOR'S CORP.	7/8/2002	S&P Register, Bond Gde, Stock Gde, Stock Market Ency. Outlook subscriptions	\$2,776.92
21162	581	TALLY SYSTEMS CORPORATI	7/8/2002	CentaMeter License-2	\$250.00
21163	582	THE LIBRARY CORPORATION	7/8/2002	Annual Maintenance (9/01/02-8/30/02)-Hardware/Software Contract	\$19,331.00
21164	583	THINK TANK NETWORKING T	7/8/2002	Battery Replacement	\$83.79
21165	584	TOWN OF DEMOTTE	7/8/2002	Sewer Services-May '02 - DeMotte	\$50.26
21166	585	TOWN OF WHEATFIELD SEW	7/8/2002	Sewer Services - July'02 - Wh. Lib.	\$41.05
21167	586	UNIQUE BOOKS, INC.	7/8/2002	Books	\$13.47
21168	587	UNIQUE MANAGEMENT SERVI	7/8/2002	Collections - May Placements	\$152.35
21169	588	USA TODAY	7/8/2002	Newspaper Subsc. 7/23/02-03-Wh. Lib.	\$119.00
21170	589	WAL-MART COMMUNITY BRC	7/8/2002	Videos, Contact Paper, DVD's, Spill kit Refills, Crafts	\$405.60
21171	590	ZURICH	7/8/2002	Commercial Building Insurance, 4/16/02-10/16/02	\$12,004.50

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
					Total Amount of Claims \$102,967.19

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, July 02, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$102,967.19

Date this 8th day of July, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

AUG.

AGENDA

**Jasper County Public Library Board Meeting
Monday, August 12, 2002 7:00 PM
Rensselaer Library**

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of July board meeting (R 1)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance Revisions (R 7)
- D. INCOLSA Board appointment (R 21)

General Business

- A. Budget 2003 (R 9 – R 17)
- B. Financial consultant selection(R 21)
- C. Feasibility study
- C. NILBA dinner report

Action
Action
Action
Information

Director's Report(R 17 – R 21)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes

**Jasper County Public Library Board of Trustees
Rensselaer Library**

July 8, 2002

Present: Anne-Marie Egan, Mike Crawford, Mari Anne Sayler, Sue Deardorff, Lynn Daugherty, Gail Jung, Pattly Stringfellow

Consent Agenda & Consent Agenda Items: Minutes of June board meeting, bills, financial reports, salary ordinance revisions, Public Records Policy revision and transfer of funds were approved on a motion by M. Crawford, seconded by M A Sayler.

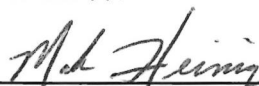
Library finances and construction project: Lonnie Therber, of Therber, Brock and Kramer, Financial Advisors, gave the board a clear picture of the library's financial situation of Jasper County and the library. He explained financing options for construction projects. He explained the role of the financial advisor, noting that it is up to the board whether they wish to hire someone to fill this role.

Ed Dumas, attorney with Dumas, Weist and Mahnesmith, spoke with the board after the departure of Mr. Therber. He highly recommended hiring a financial consultant who could save the board a good deal of time and money over the course of a construction project.

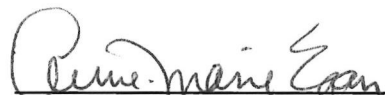
Feasibility Study contract: The board agreed that the architect should be responsible for retaining and supervising the work of firms hired to do the soil boring and site surveying, but that the additional cost of doing this should be specified in the contract. The board, by consensus, gave L. Daugherty authority to sign a contract with The Troyer Group for the Feasibility Study after review and revision of the contract by Mr. Dumas.

Items for Future Agendas: Hiring of a financial consultant

Adjournment: Approved at 9:20 PM on a motion by M. Crawford, seconded by S. Deardorff.



Mark Heinig, Secretary



Attest: Anne-Marie Egan, President

July 2002

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Total Circ.
XX										
ADULT BOOKS										
Fiction	111	379	2142	25	67	2,441	22	160	834	5,417
Nonfiction	137	111	1368	46	300	1,347	30	7	572	3,287
CHILDREN'S BKS										
Fiction	15	40	2857	44	156	2,056	36	3	1,372	6,285
Nonfiction	14	25	596	34	401	719	11	32	295	1,610
YA BOOKS										
Fiction	2	6	302	9	0	425	6	0	126	853
Nonfiction	1	0	27	2	0	82	0	0	23	132
Magazines,Adult			681			371			239	1,291
Magazines, Child			78			44			45	167
Games, Toys			0			15			1	16
Internet Use			243			457			194	894
Sound Rec/Adult	13	1	527	25	0	720	26	3	238	1,485
Sound Rec/Child	1	1	134	0	0	107	0	0	44	285
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	1	1	177	0	0	155	3	2	94	426
Vertical Files	0	0	40	84	0	15	0	0	0	55
VHS/DVD	36	35	1235	21	0	2,099	26	0	963	4,297
Equipment			0			0			0	0
TOTAL	331	599	10,407	290	924	11,053	160	207	5,040	26,500
XX										
END OF MONTH:			DEMOTTE	RENSSELAER			WHEATFIELD			
Total Materials Owned			53,130	63,181			31,209			
Percent Increase/Decrease			17.6%	4.0%			20.2%			
XX										
MONTHLY SYSTEM STATISTICS			2001	2002			% change			
Circulation			23,654	26,500			12.0%			
Jan. to date circulation			177,994	187,113			5.1%			

[illegible]

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT 2002

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	109	24	125	27	154	33	388	84
LOCAL HISTORY								
In person	4	1	16	5		0	20	6
Letters written	3	3	5	5		0	8	8
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	19	2	42	4	17	1	78	7
VCR Use	4	1		0		0	4	1
Microforms	3	0	63	8		0	66	9
CD ROM/Online databases	67	6	221	18	50	4		0
Typewriter use	1	0	1	0	1	0	3	0
Other equipment used	7	2		0		0	7	2
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	4	3		0		0	4	3
Notarized documents	2	1	4	1	5	1	11	3
Meeting Room Use (no. of grou	31	10	20	7	2	1	53	18
Study room use		0	14	1	3	0	17	1
INTERLIBRARY LOANS								
Requests made for:	69	17	76	19	18	5	163	41
Items rec'd for:	55	28	107	54	28	14	190	95
Items requested by other librari	2		1		2		5	
Items supplied to other librari	2	1	1	1	2	1	5	3

REGISTRATIONS

Total Borrowers	8169	8288	3354	19811
Non-resident, paying	10	24	1	35
PLAC card users	0	3	0	3
Reciprocal borrowers	485	304	26	815

PROGRAMS

Programs for all ages	0	0	7	42		0	7	42
Children's Programs (0-13)	6	36	2	12	2	12	10	60
Number attending	112		177		101		390	
YA Programs (14-17)	3	18	1	6	1	6	5	30
Number attending	71		8		14		93	
Adult Programs	2	12	0	0	2	12	4	24
Number attending	52		45		7		104	
Senior Citizen Programs		0	2	12	1	6	3	18
Number attending			36		9		45	
Total Number of Programs	11	66	12	72	6	36	29	174
Total Persons Attending	235		266		131		632	
Total Attending Same Month Las	327		388		119		834	
Total Staff Hours Spent		140		194		63		397
Hours Spent Same Month last year		117		295		90		502

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4897	59.9%	4904	59.2%	2133	63.6%	11934	60.2%
Corporate	8	0.1%	29	0.4%	7	0.2%	44	0.2%
Juvenile 0-11	1743	21.3%	1595	19.3%	731	21.8%	4069	20.5%
Nonresident No Fee	82	1.0%	253	3.1%	58	1.7%	393	2.0%
Nonresident Fee	10	0.1%	24	0.3%	1	0.0%	35	0.2%
Reciprocal	485	5.9%	304	3.7%	26	0.8%	815	4.1%
School	10	0.1%	79	1.0%	6	0.2%	95	0.5%
St. Joseph College	1	0.0%	228	2.8%	0	0.0%	229	1.2%
State Library Card	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Staff	33	0.4%	60	0.7%	14	0.4%	107	0.5%
YA 12-17	900	11.0%	809	9.8%	378	11.3%	2087	10.5%
Total	8169		8285		3354		19808	
All items borrowed by nonresidents	588	7.2%	888	10.7%	91	2.7%	1567	7.9%

CIRCULATION BY HOLDINGS CODE

July 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	2			2
Award Winner JE (DAJE)	16			16
Award Winner JFIC (DAJFIC)	8	1		9
Award Winner JNF (DAJNF)	2			2
Award Winner JPFIC (DAJBPF)	1			1
Award Winner YAFIC (DAYAF)	4	2		6
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	52	3		55
Books on CD (DBKCD)	53			53
Books on Tape (DBKT)	127	2	1	130
Compact Disc (DCD)	320	12	6	338
DVD	238	2	2	242
Equipment (DEQP)				0
See librarian (DERR)				0
Express Book (DEXP)	56			56
Fiction (DFIC)	1689	74	18	1781
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	243			243
Juv. Biography (DJBIO)	41	1		42
Juv. Book on CD (DJBKCD)	3			3
Juv. Book on Tape (DJBKT)	89	2	1	92
Juv. Compact Disc (DJCD)	32			32
Juvenile Easy (DJE)	1119	2	9	1130
Juv. Easy Reader (DJER)	593		2	595
Juv. Fiction (DJFIC)	500	8	9	517
Juv. Holiday books (DJHOL)	9			9
Juv. Magazine (DJMAG)	78			78
Juv. Music Cassette (DJMC)	7		1	8
Juv. Nonfiction (DJNF)	494	6	4	504
Juv. Nonfic Text Bk (DJNFTB)	10			10
Juv. Paperback fic (DJPBF)	523	1	1	525
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	89	1	1	91
Large Print Nonfic (DLPNF)	12			12
Magazine (DMAG)	672	1		673
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1183	34	16	1233
Nonfiction VHS (DNFVHS)	47		2	49
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	14			14
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)	1			1
Spanish Collection (DSPA)	1			1
Software (DSWAR)	177			177
Vertical File (DVF)	39			39
VHS	934	7	3	944

YA Biography (DYAB)	6			6
YA Books on CD (DYABKCD)	2			2
YA Books on Tape (DYABKT)	6			6
YA Fiction (DYAF)	103	4		107
YA Nonfiction (DYANF)	19	1		20
YA Paperback Fic (DYAPBF)	185	9	1	195
Award Winner JBIO (RAJBIO)		10		10
Award Winner JE (RAJE)		1		1
Award Winner JFIC (RAJFIC)	1	10		11
Award Winner JNF (RAJNF)		2		2
Award Winner JPFIC (RAJPBF)				0
Award Winner YAFIC (RAYAF)		3		3
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	1	76	1	78
Books on CD (RBKCD)		55	2	57
Books on Tape (RBKT)	5	211		216
Compact Disc (RCD)	6	375		381
DVD		581		581
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		118		118
Fiction (RFIC)	55	1620	21	1696
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		15		15
Internet (RINTER)		457		457
Juv. Biography (RJBIO)		17		17
Juv. Book on CD (RJBKCD)		3		3
Juv. Book on Tape (RJBKT)	1	78		79
Juv. Compact Disc (RJCD)	1	19		20
Juvenile Easy (RJE)	44	1016	1	1061
Juv. Easy Reader (RJER)	20	207		227
Juv. Fiction (RJFIC)	12	473	6	491
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		44		44
Juv. Music Cassette (RJMC)		3		3
Juv. Nonfiction (RJNF)	22	669	4	695
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	5	329	10	344
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)		40		40
Large Print Nonfic (RLPNF)		4		4
Magazine (RMAG)	9	370	8	387
Music Cassette (RMCAS)		4		4
Nonfiction (RNFC)	26	1058	32	1116
Nonfiction VHS (RNFVHS)		74		74
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		7		7
Parent Shelf Ref (PREF)		1		1
Reference (REF)		1		1
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)		37		37
Software (RSWAR)		154		154
Vertical File (RVF)	1	15		16

VHS	8	1431	7	1446
YA Biography (RYAB)		9		9
YA Books on CD (RYABKCD)				
YA Books on Tape (RYABKT)		13		13
YA Fiction (RYAF)	1	169		170
YA Nonfiction (RYANF)		72	2	74
YA Paperback Fic (RYAPBF)	2	235	3	240
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)			2	2
Award Winner JFIC (WAJFIC)			1	1
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)			2	2
Award Winner YAFIC (WAYAF)			2	2
Award Winner YAPFIC (WAYPBF)			1	1
Biography (WBIO)	4	5	26	35
Books on CD (WBKCD)		3	18	21
Books on Tape (WBKT)		3	75	78
Compact Disc (WCD)	10	13	135	158
DVD		1	184	185
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)				0
Fiction (WFIC)	57	42	693	792
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			194	194
Juv. Biography (WJBIO)			4	4
Juv. Book on CD (WJBKCD)				0
Juv. Book on Tape (WJBKT)	1	2	36	39
Juv. Compact Disc (WJCD)			4	4
Juvenile Easy (WJE)	4	2	659	665
Juv. Easy Reader (WJER)	1		269	270
Juv. Fiction (WJFIC)	9	6	199	214
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			45	45
Juv. Music Cassette (WJMC)			2	2
Juv. Nonfiction (WJNF)	2	6	283	291
Juv. Nonfic Text Bk (WJNFTB)				0
Juv. Paperback fic (WJPBF)	1		202	203
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	2		20	22
Large Print Nonfic (WLPNF)	1			1
Magazine (WMAG)			231	231
Music Cassette (WMCAS)			1	1
Nonfiction (WNFIC)	33	21	458	512
Nonfiction VHS (WNFVHS)	4	1	37	42
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			11	11
Software (WSWAR)		1	94	95

Vertical File (WVF)				0
VHS	4	2	728	734
YA Biography (WYAB)				0
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)	3	1	53	57
YA Nonfiction (WYANF)	2		21	23
YA Paperback Fic (WYAPBF)	4	2	66	72
TOTAL	10161	10370	4930	25461

CIRCULATION BY HOLDINGS CODE
July 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	2	10	0	12
Award Winner JE (AJE)	16	1	2	19
Award Winner JFIC (AJF)	9	11	1	21
Award Winner JNF (AJNF)	2	2	0	4
Award Winner JPFIC (AJPF)	1	0	2	3
Award Winner YAFIC (AYAF)	4	5	2	11
Award Winner YAPFIC (YAYPBF)	0	0	1	1
Biography (BIO)	57	84	27	168
Books on CD (BKCD)	53	58	20	131
Books on Tape (BKT)	132	229	76	437
Compact Disc (CD)	336	400	141	877
DVD	238	584	186	1008
Equipment (EQP)	0	0	0	0
See librarian (ERR)	0	0	0	0
Express Book (EXP)	56	118	0	174
Fiction (FIC)	1801	1736	732	4269
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	15	0	15
Internet (INTR)	243	457	194	894
Juv. Biography (JBIO)	41	18	4	63
Juv. Book on CD (JBKD)	3	3	0	6
Juv. Book on Tape (JBKT)	91	82	37	210
Juv. Compact Disc (JCD)	33	19	4	56
Juvenile Easy (JE)	1167	1020	669	2856
Juv. Easy Reader (JER)	614	207	271	1092
Juv. Fiction (JFIC)	521	487	214	1222
Juv. Holiday (JHOL)	9	0	0	9
Juv. Magazine (JMAG)	78	44	45	167
Juv. Music Cassette (JMC)	7	3	3	13
Juv. Nonfiction (JNF)	518	681	291	1490
Juv. Nonfic Text Bk (JNFT)	10	0	0	10
Juv. Paperback fic (JPBF)	529	330	213	1072
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	91	41	21	153
Large Print Nonfic (LPNF)	13	4	0	17
Magazine (MAG)	681	371	239	1291
Music Cassette (MCAS)	0	4	1	5
Nonfiction (NFIC)	1242	1113	506	2861
Nonfiction VHS (NFVH)	51	75	39	165
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	14	7	0	21
Parent Shelf Ref (PREF)	0	1	0	1
Reference (REF)	55	108	28	191
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	1	37	11	49
Software (SWAR)	177	155	94	426
Vertical File (VF)	40	15	0	55
VHS	946	1440	738	3124
YA Biography (YAB)	6	9	0	15
YA Books on CD (YABKCD)	2	0	0	2
YA Books on Tape (YABKT)	6	13	0	19
YA Fiction (YAF)	107	174	53	334
YA Nonfiction (YANF)	21	73	23	117
YA Paperback Fic (YAPBF)	191	246	70	507
				0
Free reads	194	546	81	821
Puzzles			1	1
Talking books		16		16
Assignment Shelf Books				0
TOTAL	10409	11052	5040	26501

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2142	2441	834	5417
Nonfiction	1368	1347	572	3287
CHILDREN'S BOOKS				
Fiction	2857	2056	1372	6285
Nonfiction	596	719	295	1610
YA BOOKS				
Fiction	302	425	126	853
Nonfiction	27	82	23	132
Magazines, Adult	681	371	239	1291
Magazines, Children	78	44	45	167
Games, Toys	0	15	1	16
Internet use	243	457	194	894
Sound Recordings, adult	527	720	238	1322
Sound Recordings, ch	134	107	44	285
Online databases	0	0	0	0
Software	177	155	94	426
Vertical file	40	15	0	55
VHS/DVD	1235	2099	963	4297
Equipment	0	0	0	0
Total	10407	11053	5040	26500

Salary Ordinance 2002

Name	Classification	Present Hrly Wage	Hrs Library Worked	Start Date	Raise Date(s)	Step
Mulvahill, Kara	Page	5.75/5.85	10	R 8/6/2002	11/15/2002	1a,b

Kara is a new page replacing a page who left this spring.

We have examined and approved the changes in the salary ordinance. Dated August 12, 2002.

<u>Sue Deardorff</u>	<u>Joan A. Floyd</u>
<u>Mal Hining</u>	<u>John J. O'Connell</u>
<u>Celine Marie Egan</u>	<u></u>
<u>Timothy M. Schultz</u>	<u></u>

Operating Fund Appropriations 2003

7/25/02/02

Changed figure for 2003

1.11 **Salary of Librarian** (75 cents per hr increase = \$50,336 (3% increase))

1.12 **Salary of assistants**

75 cent per hr increase = \$733,192

75 cent per hr but no more than 5% increase = \$726,611

75 cent per hr but no more than 4% increase = \$720,349

1.13 **Wages of Janitors**

75 cent per hr increase = \$47,325

75 cent per hr increase but no more than 5% = \$46,931

75 cent per hr increase but no more than 4% = \$46,440

1.21 **Employer's Share - FICA**

75 cent per hr increase = \$61,082

75 cent per hr increase up to 5% = \$60,548

75 cent per hr increase up to 4% = \$60,032

1.22 **Unemployment Compensation**

75 cent per hr increase = \$1400

75 cent per hr increase up to 5% = \$1350

75 cent per hr increase up to 4% = \$1350

1.23 **Employer's Contribution - PERF**

75 cent per hr increase = \$35,189

75 cent per hr increase up to 5% = \$34,961

75 cent per hr increase up to 4% = \$34,655

Most government offices and many businesses give annual % increases. Years ago, when our salary schedule was created, our board elected instead to give a 75 cent per hr increase in salary every year (until they reach top, when increase is 50 cents) to every employee with a satisfactory performance evaluation. This results in those at the lower salary levels receiving as much as an 8.8% increase each year and those at the top of the schedule a 3.9% increase. I don't think we can afford to continue to give these kinds of increases. Our salaries and benefits presently represent about 63% of the budget. Our employees are our greatest asset, but each year now, when we raise salaries, we have to lower some other part of the budget. Our annual 5% increase in taxes does not cover salaries completely.

The 2003 budget is based on everyone getting the raise as listed in the Salary Schedule UP TO a 4% raise. This represents a savings in salary & benefits of \$15,362.

1.24 **Employer's Contribution to Group health insurance: Funding for 15 employees. 14 presently on. Added 20% to cover increase.**

\$45,052 + 20% = \$46,069 (with staff paying 20% of health care cost)

Presently, staff pay 15% of their health care cost (\$39.76 per month). This budget projects a 20% increase in cost with employees paying 20% of cost or \$63.98 per month.

1.31 **Other Personal Services:** substitute janitors, window washers, etc.

- 2.1 Office supplies
- 2.11 **Official records:** official forms--W-2s, accounts payable vouchers, checks, etc
- 2.12 **Stationery and printing:** letterheads, envelopes, business cards, note cards, deposit slips
- 2.13 **Other office supplies:** pens, copy and computer paper, file labels, nametags, bandaids, printer toner (we have a lot more inkjet and laser printers) posterboard, scissors, staplers.

- 2.21 Cleaning & sanitation supplies
- 2.22 Fuel, oil & lubricants
- 2.23 **Other operating supplies:** extension cords, fluorescent lights (**need more for new DeMotte fixtures**), rope for flag pulley, screwdrivers, flashlights, projection bulbs, batteries, surge suppressors, keys, ice melt, wastebaskets

- 2.31 **Building Materials & Supplies:** Furnace filters, redout, chemicals
- 2.32 Paint and painting supplies
- 2.33 Repair Parts

- 2.41 **Library supplies:** Bookmarks, posters, craft supplies, puppets, summer reading program materials, film & developing, meeting room supplies, program treats & prizes, laminate, book bags, tabletop literature holders. Xmas tree, Walker picture display hardware, automation materials, technical services processing materials--spine labels, book jackets, blank tapes, AV boxes, etc.

- 2.42 **Marketing supplies:** Includes imprinted pencils, bookmarks, special paper for brochures, etc.

- 3.11 Consulting Services
- 3.12 **Engineer/Architectural Services**
- 3.13 Legal services
- 3.14 **Other professional services:** Fees for speakers, library logo design work, consultants, water analysis (DeMotte drinking water tests).

- 3.21 Telephone
- 3.22 Postage
- 3.23 **Traveling expense:** mileage, airline tickets. I reduced this line and professional meetings since we put extra in this year's budget for PLA. No PLA until 2004.
- 3.24 **Professional meetings:** registration fees, hotel and meal expenses for staff and board.
- 3.25 **Freight/express: book & nonprint shipping**
- 3.26 **Network expenses:** Dataline costs (\$5,250), Internet access \$6600 for our portion of T-1 line

- 3.31 **Advertising & public notices:** legal ads, help wanted ads, annual donor list
- 3.32 **Other printing:** library card layout, evaluation form, library brochures, artwork
- 3.33 **Marketing advertising:** magnets, pencils, publicity ads, booth rental, etc.

- 3.41 **Bonds:** Employee bonds, notary bonds, treasurer bonds

3.42 **Insurance:** Building insurance (\$30,000), Workman's comp insurance (\$4000), D&O liability insurance (\$1475).

3.51 Gas

3.52 Electricity

3.53 Water

3.54 **Waste Disposal services:** DeMotte (\$50.26 mo), Wheatfield (\$41.05 mo), Rensselaer (about \$85 mo.), Ooms Bros. (\$58.50 quarter) = \$2350

3.61 **Repairs & maintenance: building & structures:** lawn care, snow removal, building repairs, water heater repairs, caulking windows, elevator inspection

Painting contractors	\$2,800
Pest control	\$675
Boiler inspection	\$24
Elevator inspection	\$104
Fire extinguisher inspection	\$250
Fertilization	\$800
Lawn, snow, landscaping	\$15,000
Building repairs	\$26,000
Landscape (Kingma)	\$760
PFEED loan payback	\$9,612
TOTAL	\$56,025

3.62 **Repairs & maintenance: equipment:** telephones (\$1000) Copier drums - (\$300), other equipment, system equipment \$700

3.72 **Rentals: equipment:** DeMotte P.O. Box, safety deposit box, Culligan water dispensers

3.91 **Dues 2002:** INCOLSA (\$150), Indiana Library Federation (\$1400), ALA (\$1515)-eliminate 2003, DeMotte Chamber of Commerce (\$85), Rensselaer/Remington Chamber of Commerce (\$80), Online Users Group (\$20)

3.94 **Transfer to LIRF:** Money appropriated in our operating budget to be placed in the Library Improvement Reserve Fund where it can be saved from year to year to use for major purchases or repairs of buildings and equipment. I planned to appropriate \$30,000 for 2003. However, last year, we received an extra CAGIT distribution of about \$162,000. This gives us more money in our operating balance (see Form 4b) than we need to operate the library for 6 months. At present the Dept of Local Government Finance is not cutting operating balances when they get above that level, but they can. Therefore, it is better to protect our money by moving this to LIRF or into a new Rainy Day Fund. If you decide we should appropriate that money for transfer to LIRF, we can decide later this year or next whether to set up a Rainy Day Fund and put it there, or whether to actually put it in LIRF.

3.95 **Book reimbursement:** \$150

This will be used when we must reimburse a patron for a book worth returned to the library after the patron has already paid for it.

3.96 Petty Cash

3.97 Interviewing & moving expenses

3.98 **Maintenance and service contracts 2002:**

3.98 Maintenance and service Contracts

Chester	\$3,250
Security Courier	\$13,250
Precision Controls	\$4,800
Simplex	\$2,900
Copiers (Heritage)	\$3,800
Elevator	\$1,483
AVC (financial acctg)	\$1,225
Unique Management	\$2,000
WHEELS	\$675
TLC	19,331
TOTAL	\$52,714

4.1 Land

4.2 Buildings

4.3 **Improvements other than buildings:** upgrades to automated system, wiring

4.4 **Furniture & equipment:** literature racks, paperback racks, shelving, desks, chairs, tape player, coffeemaker, camera, PCs, copier. **Copier for DeMotte??, Rug shampooer**

4.51 **Books:** and Lease books. Book budgets were reduced to have money for salaries and other expenses. Also because staff wanted more money in nonprint materials and were willing to have it taken from books.

4.52 **Periodicals & newspapers:** and other subscription materials in paper format, as well as memberships required for magazine subscriptions. This line was reduced because Gail found a better vendor for our subscriptions and costs are much reduced (and service better).

4.53 **Nonprint materials:** computer software, reference databases, CD-ROMS, videos, books on tape, CDs, DVDs, microfilmed newspapers. \$5000 for INSPIRE databases may have to come from Reference database budget.

2003 Budget Comparisons

7/22/2002 (4% Limit on wage increase;80% health)

	1999 Disbursed	2000 Disbursed	2001 Disbursed	2002 Budget	2002 Disbursed to 6/27/02	2002 Expected Expenditures	2003 Proposed Budget	% of Total 2003 Budget
1 PERSONAL SERVICES								
1.1 Salaries and wages								
1.11 Salary of librarian	\$44,551	\$45,613	\$47,151	\$48,776	\$24,323	\$48,645.92	\$50,336	
1.12 Salary of Assistants	\$549,785	\$568,875	\$627,069	\$672,085	\$338,697	\$677,393.04	\$720,349	
1.13 Wages of Janitor	\$35,098	\$36,496	\$37,249	\$44,317	\$19,584	\$39,168.32	\$46,440	
1.2 Employee benefits								
1.21 Employer: FICA	\$46,990	\$48,636	\$52,511	\$58,446	\$27,860	\$55,719.28	\$60,032	
1.22 Unemployment Comp	\$2,397	\$2,037	\$1,073	\$513	\$1,238	\$2,475.86	\$1,350	
1.23 Employer: PERF	\$26,501	\$27,745	\$30,399	\$37,372	\$16,948	\$33,896.62	\$34,655	
1.24 Employer: Group Insur.	\$24,196	\$24,487	\$32,881	\$34,848	\$21,228	\$42,456.82	\$46,069	
1.3 Other personal services								
1.31 Other personal services	\$330	\$280	\$920	\$750	\$107	\$214.50	\$400	
Total Personal Services	\$729,847	\$754,170	\$829,254	\$897,107	\$449,985	\$899,970	\$959,631	57%
2 SUPPLIES								
2.1 Office supplies								
2.11 Official records	\$886	\$448	\$708	\$750	\$52		\$750	
2.12 Stationery/printing	\$397	\$289	\$0	\$450	\$214		\$450	
2.13 Other office supplies	\$6,083	\$5,466	\$5,519	\$6,500	\$4,430		\$8,400	
2.2 Operating supplies								
2.21 Cleaning/sanitation	\$3,366	\$4,102	\$3,650	\$4,200	\$1,669		\$4,000	
2.22 Fuel/oil/lubricants	\$0	\$8	\$0	\$10	\$0		\$0	
2.23 Other operating supplies	\$4,267	\$3,389	\$3,498	\$4,000	\$596		\$3,500	
2.3 Repair/maintenance supplies								
2.31 Building materials	\$758	\$905	\$2,047	\$1,200	\$361		\$1,200	
2.32 Painting supplies	\$0	\$0	\$28	\$0	\$0		\$0	
2.33 Repair parts	\$209	\$454	\$258	\$400	\$23		\$400	
2.4 Other supplies								
2.41 Library supplies	\$3,518	\$4,247	\$4,161	\$12,615	\$5,593		\$12,550	
2.42 Automation (02-Marketing)	\$421	\$1,687	\$4,238	\$150	\$68		\$150	
Total Supplies	\$19,906	\$20,994	\$24,108	\$30,275	\$13,006	\$0	\$31,400	2%

	1999 Disbursed	2000 Disbursed	2001 Disbursed	2002 Budget	2002 Disbursed to 6/27/02	2002 Expected Expenditures	2003 Proposed Budget	% of Total 2003 budget
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3 OTHER SERVICES/CHARGES

3.1 Professional services

3.11 Consulting services	\$0	\$10,709	\$2,133	\$0	\$0	\$0.00	\$1,000	
3.12 Engineer/Arch Services	\$0	\$0	\$14,791	\$10,000	\$0	\$0.00		
3.13 Legal services	\$495	\$1,888	\$938	\$1,500	\$0		\$1,500	
3.14 Other profess. services	\$3,387	\$4,398	\$5,030	\$6,000	\$6,686	\$13,371.20	\$6,000	

3.2 Communication/Transportation

3.21 Telephone	\$6,754	\$4,842	\$6,407	\$7,000	\$3,007		\$7,000	
3.22 Postage	\$5,153	\$3,577	\$4,528	\$5,000	\$2,102		\$5,000	
3.23 Traveling expenses	\$6,209	\$8,429	\$6,853	\$8,000	\$4,433		\$7,000	
3.24 Professional mtgs	\$7,050	\$8,732	\$7,685	\$9,000	\$6,120		\$8,000	
3.25 Freight/Express	\$0	\$0	\$0	\$3,400	\$1,596	\$3,191	\$3,500	
3.26 Network expenses	\$7,693	\$3,601	\$14,115	\$5,500	\$5,817	\$11,635	\$11,850	

3.3 Printing/Advertising

3.31 Adv/Public. of notices	\$1,789	\$1,943	\$1,275	\$1,500	\$570	\$1,500	\$1,800	
3.32 Printing (not offc. supply)	\$348	\$358	\$291	\$200	\$0		\$200	
3.33 Marketing advertising				\$550	\$150		\$550	

3.4 Insurance

3.41 Official bonds	\$205	\$305	\$255	\$200	\$100		\$200	
3.42 Other insurance	\$10,325	\$10,663	\$11,037	\$12,500	\$5,027		\$35,475	

3.5 Utility services

3.51 Gas	\$12,972	\$21,432	\$23,349	\$36,000	\$11,606		\$27,000	
3.52 Electricity	\$43,245	\$44,243	\$42,531	\$46,000	\$18,937		\$43,000	
3.53 Water	\$834	\$879	\$963	\$950	\$493	\$986	\$1,000	
3.54 Waste disposal service	\$2,355	\$2,235	\$2,317	\$2,365	\$1,162	\$2,324	\$2,400	

3.6 Repairs/maintenance

3.61 Bldgs/Structures	\$53,699	\$46,800	\$72,109	\$46,000	\$16,857		\$56,025	
3.62 Equipment	\$1,555	\$2,192	\$1,551	\$2,000	\$153		\$2,000	

3.7 Rentals

3.71 Real estate	\$0	\$0	\$0	\$0	\$0	\$0		
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	1999 Disbursed	2000 Disbursed	2001 Disbursed	2002 Budget	2002 Disbursed to 6/27/02	2002 Expected Expenditures	2003 Proposed Budget	% of Total 2003 budget
3.72 Equipment rentals	\$202	\$443	\$326	\$230	\$142		\$250	
3.91 Dues	\$2,379	\$2,435	\$2,453	\$2,600	\$2,901		\$1,735	
3.92 Interest on loans	\$0	\$0	\$0	\$0	\$0	\$0		
3.93 Taxes/Assessments	\$0	\$136	\$0	\$0	\$0	\$0		
3.94 Transfer to LIRF	\$29,600	\$12,550	\$23,923	\$50,000	\$0		\$180,000	
3.95 Book reimbursement		\$0	\$47	\$146	\$86	\$171	\$150	
3.96 Petty cash	\$0	\$0	\$0	\$120	\$0	\$0	\$120	
3.97 Interview/moving expenses	\$0	\$493	\$0	\$500	\$0	\$0	\$500	
3.98 Maintenance/service contract	\$45,156	\$40,272	\$55,379	\$51,872	\$19,418		\$52,714	
Total Other Services/Charges	\$241,403	\$233,554	\$300,287	\$309,133	\$107,361	\$33,178	\$455,969	27%
4 CAPITAL OUTLAYS								
4.1 Land	\$0	\$0	\$0		\$0	\$0	\$0	
4.2 Buildings	\$0	\$0	\$0		\$0	\$0	\$0	
4.3 Improvements	\$0	\$0	\$0		\$0	\$0	\$0	
4.4 Furniture/equipment	\$33,216	\$20,125	\$50,088	\$19,685	\$2,404		\$11,289	
4.5 Other capital outlays								
4.51 Books	\$142,872	\$132,715	\$131,030	\$145,400	\$81,879		131,945	
4.52 Periodicals,newspapers	\$23,135	\$21,719	\$21,134	\$24,000	\$17,113		22,000	
4.53 Nonprint materials	\$44,302	\$46,065	\$50,587	\$56,350	\$25,505		62,200	
Total Capital Outlays	\$243,525	\$220,623	\$252,838	\$245,435	\$126,901	\$0	\$227,434	14%
FUND TOTAL	\$1,234,681	\$1,229,341	\$1,406,486	\$1,481,950	\$697,253	\$933,149	\$1,674,434	

JCPL FINANCIAL STATEMENT

July 31, 2002

	<u>Beginning 2002 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$629,140.15	\$157,929.98	\$911,678.21	\$10,394.14	\$884,197.30	\$601,659.24
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00	\$0.00
Gift Fund	\$3,572.06	\$594.13	\$6,124.00	\$70.00	\$4,465.25	\$1,913.31
DeMotte	\$479.94	\$568.14	\$3,007.91	\$0.00	\$2,740.61	\$212.64
Rensselaer	\$2,252.64	\$25.99	\$2,195.65	\$40.00	\$1,543.64	\$1,600.63
Wheatfield	\$839.48	\$0.00	\$920.44	\$30.00	\$181.00	\$100.04
Library Improvement Reserve Fund	\$47,593.91	\$0.00	\$0.00	\$64.65	\$433.76	\$48,027.67
Bond & Interest Redemption Fund	\$110,881.49	\$0.00	\$61,097.50	\$0.00	\$178,137.76	\$227,921.75
Includes Investments of:						
Capital Projects Fund	\$231,687.24	\$0.00	\$2,166.24	\$598.15	\$92,292.08	\$321,813.08
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$522.68	\$91.75	\$614.43	\$91.75
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,062.25	\$35,688.54	\$5,062.25	\$35,688.54	\$0.00
FICA Tax Collected	\$0.00	\$4,662.38	\$32,522.02	\$4,662.38	\$32,522.02	\$0.00
State Tax Collected	\$1,844.37	\$2,026.72	\$13,828.97	\$1,980.26	\$13,964.86	\$1,980.26
County Tax Collected	\$507.51	\$565.47	\$3,845.12	\$551.80	\$3,889.41	\$551.80
Deferred Comp.	\$0.00	\$4,261.08	\$26,192.23	\$4,261.08	\$26,192.23	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,947.64	\$21,376.36	\$2,947.64	\$21,376.36	\$0.00
Employee Health/Life Insur.	\$0.00	\$17.80	\$129.60	\$17.80	\$129.60	\$0.00
Employee P.E.R.F.	\$5,086.23	\$6,708.89	\$17,396.40	\$2,207.34	\$14,517.51	\$2,207.34
Credit Union	\$0.00	\$350.00	\$2,450.00	\$350.00	\$2,450.00	\$0.00
TOTAL ALL FUNDS.....	\$1,030,522.96	\$185,126.34	\$1,135,042.87	\$33,259.24	\$1,310,896.11	\$1,206,376.20

Bank Balances
Jasper County Public Library
Report as of: 7/31/2002

<i>Bank</i>		
1	Peoples State Bank	\$1,155,552.86
2	Demotte State Bank	\$2,585.67
3	Lafayette Bank & Trust-LIRF	\$48,027.67
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$1,206,376.20</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for

100 OPERATING FUND

Jasper County Public Library

Report Date: From 7/1/2002 To 7/31/2002

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.1 SALARIES AND WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
1.11 SALARY OF LIBRARIAN	\$48,776.00	\$0.00	\$48,776.00	\$4,064.66	\$28,387.62	\$20,388.38	58.2
1.12 SALARY OF ASSISTANTS	\$672,085.00	\$0.00	\$672,085.00	\$55,934.20	\$394,630.72	\$277,454.28	58.7
1.13 WAGES OF JANITORS	\$44,317.00	\$0.00	\$44,317.00	\$3,894.88	\$23,479.04	\$20,837.96	53.0
1.21 EMPLOYER'S SHARE-FICA	\$58,446.00	\$0.00	\$58,446.00	\$4,662.38	\$32,522.02	\$25,923.98	55.6
1.22 UNEMPLOYMENT COMPENSATION	\$513.00	\$0.00	\$513.00	\$193.36	\$1,431.29	(\$918.29)	279.0
1.23 EMPLOYER'S CONTRIB.- PERF	\$37,372.00	\$0.00	\$37,372.00	\$9,460.24	\$26,408.55	\$10,963.45	70.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$34,848.00	\$1,831.80	\$36,679.80	\$3,540.01	\$24,768.42	\$11,911.38	67.5
1.31 OTHER PERSONAL SERVICES	\$750.00	\$0.00	\$750.00	\$280.00	\$387.25	\$362.75	51.6
Subtotal	\$897,107.00	\$1,831.80	\$898,938.80	\$82,029.73	\$532,014.91	\$366,923.89	59.2
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$0.00	\$52.09	\$697.91	6.9
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$214.25	\$235.75	47.6
2.13 OTHER OFFICE SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$463.99	\$4,894.02	\$1,605.98	75.3
2.21 CLEANING & SANITATION SUPPLIES	\$4,200.00	\$0.00	\$4,200.00	\$464.18	\$2,133.08	\$2,066.92	50.8
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$37.43	\$633.38	\$3,366.62	15.8
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$97.76	\$459.00	\$741.00	38.3
2.32 PAINT AND PAINTING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$215.89	\$238.50	\$161.50	59.6
2.41 LIBRARY SUPPLIES	\$12,615.00	\$0.00	\$12,615.00	\$407.75	\$6,000.96	\$6,614.04	47.6
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$67.68	\$82.32	45.1
Subtotal	\$30,275.00		\$30,275.00	\$1,687.00	\$14,692.96	\$15,582.04	48.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charge</i>							
3.12 ENGINEERING & ARCH. SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$125.00	\$6,810.60	(\$810.60)	113.5
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$247.84	\$3,254.74	\$3,745.26	46.5
3.22 POSTAGE	\$5,000.00	\$60.36	\$5,060.36	\$899.28	\$3,001.46	\$2,058.90	59.3
3.23 MILEAGE	\$8,000.00	\$0.00	\$8,000.00	\$844.07	\$5,277.01	\$2,722.99	66.0
3.24 PROFESSIONAL MEETINGS	\$9,000.00	\$0.00	\$9,000.00	\$273.17	\$6,392.91	\$2,607.09	71.0
3.25 FREIGHT	\$3,400.00	\$0.00	\$3,400.00	\$150.58	\$1,746.20	\$1,653.80	51.4
3.26 NETWORKING	\$5,500.00	\$0.00	\$5,500.00	\$840.00	\$6,657.48	(\$1,157.48)	121.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$30.00	\$599.85	\$900.15	40.0
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$204.51	\$354.51	\$195.49	64.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$100.00	\$100.00	50.0
3.42 OTHER INSURANCE	\$12,500.00	\$0.00	\$12,500.00	\$12,405.50	\$17,432.50	(\$4,932.50)	139.5
3.51 GAS	\$36,000.00	\$0.00	\$36,000.00	\$256.85	\$11,862.76	\$24,137.24	33.0
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$4,105.77	\$23,042.73	\$22,957.27	50.1
3.53 WATER	\$950.00	\$0.00	\$950.00	\$59.85	\$552.60	\$397.40	58.2
3.54 WASTE DISPOSAL SERVICES	\$2,365.00	\$0.00	\$2,365.00	\$247.41	\$1,409.57	\$955.43	59.6
3.61 BUILDING & STRUCTURES	\$46,000.00	\$53,414.00	\$99,414.00	\$6,896.82	\$80,249.21	\$19,164.79	80.7
3.62 EQUIPMENT	\$2,000.00	\$0.00	\$2,000.00	\$185.33	\$338.33	\$1,661.67	16.9
3.72 EQUIPMENT RENTALS	\$230.00	\$0.00	\$230.00	\$9.95	\$151.65	\$78.35	65.9
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$85.00	\$2,985.52	(\$385.52)	114.8
3.94 TRANSFER TO LIRF	\$50,000.00	(\$4,000.00)	\$46,000.00	\$0.00	\$0.00	\$46,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$45.96	\$145.96	\$0.00	\$85.60	\$60.36	58.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$51,872.00	\$0.00	\$51,872.00	\$20,420.15	\$39,838.40	\$12,033.60	76.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$309,087.00	\$49,520.32	\$358,607.32	\$48,287.08	\$212,143.63	\$146,463.69	59.2
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$19,685.00	\$4,000.00	\$23,685.00	\$11,381.67	\$13,785.53	\$9,899.47	58.2
4.51 BOOKS	\$145,400.00	\$0.00	\$145,400.00	\$11,103.87	\$92,982.65	\$52,417.35	63.9
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$932.34	\$18,045.24	\$5,954.76	75.2
4.53 NONPRINTED MATERIALS	\$56,350.00	\$0.00	\$56,350.00	\$2,508.29	\$28,013.29	\$28,336.71	49.7
Subtotal	\$245,435.00	\$4,000.00	\$249,435.00	\$25,926.17	\$152,826.71	\$96,608.29	61.3
Grand Total	\$1,481,904.00	\$55,352.12	\$1,537,256.12	\$157,929.98	\$911,678.21	\$625,577.91	59.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/5/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$10,966.50	PFEEP - Prec. Control A/P#57, Pd 1/14
3/5/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$39,879.00	PFEEP - Area Sheet Metal A/P#20, Pd 1/14
5/13/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,350.00	Repairs to light pole-Herrman & Goetz-A/P#368
5/13/2002	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$45.96	John Rush-found lost book refund;A/P#378
6/17/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$1,599.60	COBRA Reimbursement-Filson Jan-Jun '02
7/8/2002	100 OPERATING FUND	3.22 POSTAGE	\$60.36	UPS charges for A/R #247 Okidata Printer & A/R #252 Alpha Server
7/8/2002	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$4,000.00	Transfer per Board Approval-Security camera & fencing-Dem
7/8/2002	100 OPERATING FUND	3.94 TRANSFER TO LIRF	(\$4,000.00)	Transfer per Board Approval-Security camera & fencing-Dem
7/15/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,218.50	PFEEP-Prec. Control A/P #476, Pd 6/10
7/22/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$232.20	COBRA Reimbursement-Filson, July 02.
7/29/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$4,431.00	PFEEP-Area Sheet Metal A/P#522, Pd 7/8

Voucher List
Jasper County Public Library

Report Date: From 7/1/2002 To 7/31/2002

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21102	519	ACE HARDWARE	7/8/2002	Caulking, Batteries	\$9.57
21103	520	ALCO DISCOUNT STORE #290	7/8/2002	Film for Camera	\$10.99
21104	521	AL'S CONSTRUCTION, INC.	7/8/2002	Handrail repairs @ DeM. Lib.	\$425.00
21105	522	AREA SHEET METAL, INC.	7/8/2002	Retainage for completed HVAC project-DeM. Library	\$4,431.00
21106	523	BAKER & TAYLOR	7/8/2002	Books, Continuations, AV, Automatically Yours Subsc., Gift Books	\$7,553.26
21107	524	BIERMA HARDWARE, INC.	7/8/2002	Spray Nine, Light Bulbs, phone cord	\$19.85
21108	525	CHARLOTTE FAGEN	7/8/2002	Dry Cleaning-Dewey costume, postage, craft supply	\$16.94
21109	526	CULLIGAN	7/8/2002	Cooler Rental-Wh. Lib.-July'02	\$9.95
21110	527	D & J LAWN CARE, INC.	7/8/2002	Spring Cleanup & Lawn Mowing-4/27-6/1/02 @ DeM. Lib.	\$445.00
21111	528	DAVIDSON TITLES INC.	7/8/2002	Books	\$22.95
21112	529	DELL MARKETING L.P.	7/8/2002	5 Dell Computers, 4 Monitors, 1 Flat Monitor	\$6,571.00
21113	530	DEMCO	7/8/2002	Book Pockets, Adhesive, Book Tape, Catalog Cards	\$256.96
21114	531	DEMOTTE CHAMBER OF COM	7/8/2002	Chamber dues-7/02-7/03	\$85.00
21115	532	DIANA KOOY	7/8/2002	Mileage-Bank Deposits, Lib. Visits, Mgmt Institute, Supplies	\$136.51
11367	533	DIANA KOOY	7/8/2002	Lost 5/24/02 payroll check - Stop Payment issued	(\$524.04)
21116	534	DIANA KOOY	7/8/2002	Replacement for Lost 5/24/02 Payroll Check	\$524.04
21117	535	DIANE KROS	7/8/2002	Mileage-Bank Deposits, Inspire Wkshp, Summer Rdg supply, Book Ordering	\$25.55
21118	536	FACTS ON FILE NEWS SERVIC	7/8/2002	Today's Science on File subscription-8/02-8/-03 DeM.	\$296.50
21119	537	FASE'S WATER TREATMENT	7/8/2002	Redout @ Dem. Lib.	\$58.50
21120	538	GA FOODS GROUP	7/8/2002	Mgmt Mtg. Expense-Rens.	\$12.65
21121	539	GALE GROUP	7/8/2002	Something About the Author-Continuations	\$124.31
21122	540	GOODWIN FIRE EQUIPMENT, I	7/8/2002	Annual Fire Extinguisher inspection-DeM. Lib.	\$18.00
21123	541	HANSEN & ASSOCIATES	7/8/2002	Marketing-Imprinted Mugs	\$204.51
21124	542	HERITAGE OFFICE PRODUCT	7/8/2002	UPS shipping charges	\$60.36
21125	543	PROQUEST INFORMATION & L	7/8/2002	Microfilm & Software-Genealogy	\$34.90
21126	544	HOLLINGER CORPORATION	7/8/2002	Archival Materials- Rens. Lib.	\$48.69
21127	545	HP PRODUCTS CORP.	7/8/2002	Admiral Carpet Scrubber repairs, Vacuum Cleaner accessories, & Janitorial Supply	\$466.54
21128	546	INCOLSA	7/8/2002	NetLibrary & McGraw-Hill Access Science database subscriptions	\$1,054.69
21129	547	INDIANA DEPT.OF WORKFOR	7/8/2002	Unemployment Compensation-2nd Quarter Pymt	\$193.36
21130	548	INFORMATION TODAY	7/8/2002	American Library Directory-Continuations	\$305.05
21131	549	INGRAM	7/8/2002	Paperback Books	\$57.46
21132	550	INSPIRATIONAL DISTRIBUTOR	7/8/2002	Christian books	\$50.51
21133	551	INSIGHT	7/8/2002	Backup MyPC Stomp software & PC Anywhere 10.5 version Host software	\$202.99
1027	552	JASPER COUNTY PUBLIC LIBR	7/8/2002	Bank Transfer-DeMotte State Bank to Peoples State Bank	\$13,500.00
21134	553	JOHN LEWANDOWSKI	7/8/2002	Magic Show - Teen Summer Rdg. Program @ DeM. Lib.	\$125.00
21135	554	KIRBY RISK CORPORATION	7/8/2002	Electrical parts (SA office); Igniters & Capacitors (outside fixtures), Dimmer Switch	\$251.92
21136	555	OXMOOR HOUSE	7/8/2002	Spirit of Christmas XVI series	\$29.91
21137	556	LIBERTY SOUND & ELECTRON	7/8/2002	CCTV Security Camera System-DeM. Lib.	\$4,350.00
21138	557	LYNN DAUGHERTY	7/8/2002	Books, Mileage	\$44.86
21139	558	M W INSURANCE AGENCY	7/8/2002	Workers Comp audit 4/16/01-02 (additional chg)	\$401.00
21140	559	MIDWAY ELECTRONICS	7/8/2002	July '02 Wireless Connection fee	\$420.00
21141	560	NIPSCO	7/8/2002	DeMotte Lib. Utilities-5/17-6/18/02	\$2,172.43
21142	561	OFFICE DEPOT	7/8/2002	HP LaserJet 1200 - Business Office	\$399.99
21143	562	OOMS BROS. DISPOSAL SERV	7/8/2002	Trash Removal - 7/1-9/30/02 @ DeM. Lib.	\$58.30

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21144	563	PATTY STRINGFELLOW	7/8/2002	Mileage-Mgmt Institute	\$67.89
21145	564	PLATINUM PLUS FOR BUSINE	7/8/2002	Scholastic Book Fair-books & reading supplies	\$669.37
21146	565	POSTMASTER GENERAL	7/8/2002	Stamps	\$835.50
21147	566	POWERKIDS PRESS	7/8/2002	Books	\$89.80
21148	567	PROQUEST INFORMATION & L	7/8/2002	Microfiche-Rens. Republican, 1/1/02-4/30/02	\$74.84
21149	568	PUBLIC EMPLOYEES' RETIRE	7/8/2002	2nd Qtr Payment- Retirement Plan	\$16,169.13
21150	569	PUBLISHING SALES CONSULT	7/8/2002	Books	\$264.55
21151	570	QUILL	7/8/2002	Paper Towels, Kleenex, Inkjet Cartridges, Latex Gloves, Constr. Paper, Labels, File Folders, Tape, etc.	\$621.74
21152	571	REBECCA GIBSON	7/8/2002	Mileage & Mtg. Expenses	\$293.99
21153	572	RECORDED BOOKS, LLC	7/8/2002	Audiobooks	\$408.80
21154	573	REGENT BOOK CO., INC.	7/8/2002	Continuations-BH&G books	\$84.04
21155	574	RELIABLE EXTERMINATORS, I	7/8/2002	Pest Control-Inside & Outside @ Wh. Lib.	\$150.00
21156	575	RENSSELAER REPUBLICAN	7/8/2002	Classified Ad-Page @ Wh. Lib.	\$30.00
21157	576	RYAN A. KINGMA	7/8/2002	Landscaping Improvements-DeM. Library	\$1,445.82
21158	577	SANDRA S. GERSBACH	7/8/2002	Window Washing-Rens.	\$280.00
21159	578	SECURITY COURIERS CORP.	7/8/2002	Daily Transport Service b/w branches	\$936.80
21160	579	SHEILA MAXWELL	7/8/2002	Mileage & Expenses	\$355.02
21161	580	STANDARD & POOR'S CORP.	7/8/2002	S&P Register, Bond Gde, Stock Gde, Stock Market Ency. Outlook subscriptions	\$2,776.92
21162	581	TALLY SYSTEMS CORPORATI	7/8/2002	CentaMeter License-2	\$250.00
21163	582	THE LIBRARY CORPORATION	7/8/2002	Annual Maintenance (9/01/02-8/30/02)-Hardware/Software Contract	\$19,331.00
21164	583	THINK TANK NETWORKING T	7/8/2002	Battery Replacement	\$83.79
21165	584	TOWN OF DEMOTTE	7/8/2002	Sewer Services-May '02 - DeMotte	\$50.26
21166	585	TOWN OF WHEATFIELD SEW	7/8/2002	Sewer Services - July'02 - Wh. Lib.	\$41.05
21167	586	UNIQUE BOOKS, INC.	7/8/2002	Books	\$13.47
21168	587	UNIQUE MANAGEMENT SERVI	7/8/2002	Collections - May Placements	\$152.35
21169	588	USA TODAY	7/8/2002	Newspaper Subsc. 7/23/02-03-Wh. Lib.	\$119.00
21170	589	WAL-MART COMMUNITY BRC	7/8/2002	Videos, Contact Paper, DVD's, Spill kit Refills, Crafts	\$405.60
21171	590	ZURICH	7/8/2002	Commercial Building Insurance, 4/16/02-10/16/02	\$12,004.50
0	591	PAYROLL	7/10/2002	PAYROLL	\$31,061.30
21172	592	ALIAC	7/10/2002	Deferred Compensation Plan withheld 10 JUL '02	\$2,130.54
21173	593	ANTHEM BLUE CROSS AND B	7/10/2002	Health Insurance Premiums JULY '02	\$6,275.10
21174	594	INCOLSA	7/10/2002	Customer Service Workshop-7/24/02;Stubblefield, Carr	\$90.00
21175	595	LA-PORTER FEDERAL CREDIT	7/10/2002	Withheld from Payroll 10 JUL '02	\$175.00
21176	596	POST TRIBUNE	7/10/2002	Annual Subscription-Demotte;7/4/02-7/4/03	\$156.00
0	597	INTERNAL REVENUE SERVICE	7/10/2002	FICA & FED Tax Withheld 10 JUL '02	\$6,941.33
0	598	INDIANA DEPARTMENT OF RE	7/19/2002	State & County Taxes withheld JUN '02	\$2,592.19
0	599	PAYROLL	7/25/2002	PAYROLL	\$32,832.44
21177	600	ALIAC	7/25/2002	Deferred Comp Plan-25 JUL 02 Withheld from Payroll	\$2,130.54
21178	601	AFLAC	7/25/2002	Supplemental Insurance Premium Due 8/1/02	\$132.70
21179	602	ANTHEM LIFE	7/25/2002	Life Ins. Premium-August'02 - 21 Employees	\$97.65
21180	603	CITY OF RENSSELAER	7/25/2002	Rens. Utilities-6/10-7/9/02	\$1,402.69
21181	604	LA-PORTER FEDERAL CREDIT	7/25/2002	Withheld from Payroll 7/25/02	\$175.00
21182	605	INCOLSA	7/25/2002	Technology Trends Workshop, 9/24/02-Maxwell	\$50.00
21183	606	INDIANAPOLIS STAR	7/25/2002	DeMotte Newspaper Subsc. 8/18/02-8/17/03	\$286.00
21184	607	MIDWAY ELECTRONICS	7/25/2002	Wireless Communication-Aug'02 - DeM/Rens.	\$420.00
21185	608	LA PORTE COUNTY PUBLIC LI	7/25/2002	NILBA Dinner 7/31/02 - 3 registrations	\$72.00
21186	609	NIPSCO	7/25/2002	DeM (no electric) & Wh. Utilities	\$945.15
21187	610	SPRINT	7/25/2002	Wheatfield, Local Phone & Rens. Payphone- August	\$189.30
21188	611	SPRINT	7/25/2002	Long Distance Phones, 6/8/02-7/5/02	\$58.54
0	612	INTERNAL REVENUE SERVICE	7/26/2002	FICA & FED Taxes Withheld 25 JUL 02	\$7,445.68

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
					Total Amount of Claims \$198,626.34

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, August 01, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$198,626.34

Date this 12th day of August, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

July 31, 2002

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,284.71	\$17,502.83
DeMotte	\$996.20	\$7,141.49		
Rensselaer	\$869.66	\$6,815.05		
Wheatfield	\$418.85	\$3,546.29		
PHOTOCOPIES:			\$530.48	\$4,151.63
DeMotte	\$188.00	\$1,731.70		
Rensselaer	\$274.93	\$1,964.03		
Wheatfield	\$67.55	\$455.90		
CARDS:			\$2.00	\$38.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$2.00	\$38.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$1,695.25	\$8,743.32
Checking/Repurchase/Savings	\$1,695.25	\$8,743.32		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$0.00	\$790,607.74
Property Tax	\$0.00	\$404,615.74		
License Excise Tax	\$0.00	\$57,347.59		
Financial Institution Tax	\$0.00	\$589.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$3,840.41		
Local Option/Certified Shares		\$291,716.00		
Local Option/Property Tax Repl.		\$32,499.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$5,881.70	\$63,153.78
Insurance	\$0.00	\$182.50		
Rebates/Refund	\$0.00	\$159.91		
Postage	\$0.00	\$0.00		
Reimbursements,PFEFF	\$5,649.50	\$56,495.00		
COBRA/FMLA Reimbursement	\$232.20	\$1,831.80		
Magazine Refunds	\$0.00	\$377.90		
Reimbursements	\$0.00	\$1,360.58		
Telephone refund	\$0.00	\$2,103.24		
Fixed Asset Sales	\$0.00	\$642.85		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$10,394.14	\$884,197.30
PLAC FUND:			\$0.00	\$25.00
GIFT FUNDS:			\$70.00	\$4,465.25
DeMotte	\$0.00	\$2,740.61		
Rensselaer	\$40.00	\$1,543.64		
Wheatfield	\$30.00	\$181.00		
LIBRARY IMPROVEMENT FUND:			\$64.65	\$433.76
BOND & INTEREST REDEMPTION FUND			\$0.00	\$178,137.76
Property Tax	\$0.00	\$178,852.85		
License Excise Tax	\$0.00	(\$3,021.04)		
Financial Institution Tax	\$0.00	\$307.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,998.95		
CAPITAL PROJECTS FUND:			\$598.15	\$92,292.08
Interest Earned	\$598.15	\$3,368.40		
Property Tax	\$0.00	\$80,499.28		
License Excise Tax	\$0.00	\$7,495.26		
Financial Institution Tax	\$0.00	\$123.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$805.64		
HOST/HOSPITALITY FUND:			\$91.75	\$614.43
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$11,218.69	\$1,160,165.58

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:			\$22,040.55	\$150,730.53
FIT Tax Collected	\$5,062.25	\$35,688.54		
FICA Collected	\$4,662.38	\$32,522.02		
State Tax Collected	\$1,980.26	\$13,964.86		
County Tax Collected	\$551.80	\$3,889.41		
Deferred Comp Plan	\$4,261.08	\$26,192.23		
#125 Pre-tax Plan	\$2,947.64	\$21,376.36		
Life/Health Insurance	\$17.80	\$129.60		
PERF	\$2,207.34	\$14,517.51		
Credit Union	\$350.00	\$2,450.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$33,259.24	\$1,310,896.11

Voucher List
Jasper County Public Library

Report Date: From 8/1/2002 To 8/12/2002

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21189	613	A.E. BOYCE CO., INC.	8/12/2002	Library Budget Paperwork Kit	\$21.98
21190	614	ALLSOURCE TELECOM, LLC	8/12/2002	Reroute cables and telephone lines to new locations in Tech. Services	\$350.23
21191	615	AMBER PULLINS	8/12/2002	Mileage-Digital camera & Print Artist workshops, TCPL visit	\$53.77
21192	616	BAKER & TAYLOR INC.	8/12/2002	Title Source 2	\$3,530.00
21193	617	BAKER & TAYLOR	8/12/2002	Books, Continuations, AV materials	\$8,215.18
21194	618	BARNES & NOBLE	8/12/2002	AV Materials, books	\$305.21
21195	619	BATA PUBLISHING	8/12/2002	Hoosier High School Basketball	\$23.99
21196	620	CAMPBELL PRINTING COMPA	8/12/2002	1,000- No. 10 Envelopes	\$138.70
21197	621	CDW GOVERNMENT, INC	8/12/2002	Battery for Sony Digital Camera	\$45.49
21256	622	CHARLOTTE FAGEN	8/12/2002	Film Development	\$13.58
21198	623	CULLIGAN	8/12/2002	Water & Cooler Rental-Wheatfield	\$49.55
21199	624	D & J LAWNCARE, INC.	8/12/2002	Pull weeds & mowings;6/7, 6/14, 6/28, 7/12, 7/17	\$460.00
21200	625	DAVIDSON TITLES INC.	8/12/2002	Books	\$55.28
21201	626	DEMCO	8/12/2002	Audio cases, repair tape, paste brush	\$275.83
21202	627	DESIGN-AIRE CONSULTANTS,	8/12/2002	Engineering Services-Demotte	\$2,212.50
21203	628	DIANA KOOY	8/12/2002	Mileage;Deposits, Berrien Springs library visit	\$78.22
21204	629	DOUG STANDISH	8/12/2002	Removal & Installation of cabinets in Tech Services, electrical work	\$90.50
21205	630	GAIL JUNG	8/12/2002	Wheat-Petty Cash;batteries, postage,paint, bug spray, mileage, program supplies	\$23.61
21206	631	GAIL JUNG	8/12/2002	Rens-Petty Cash;postage, film, mtg. Room supplies, key, cleaning supplies	\$36.87
21207	632	GAIL JUNG	8/12/2002	Mileage-Digital camera & Computer basics workshops	\$32.12
21208	633	GALE GROUP	8/12/2002	Books-Encyclopedia of Cancer set	\$297.08
21209	634	GIESLER ELECTRIC, INC	8/12/2002	Replace GFCI Receptical & repair light on flag pole	\$160.98
21210	635	GLENDA BROWN	8/12/2002	Mileage-Delphi visit & mini workshops	\$46.07
21211	636	GOODWIN FIRE EQUIPMENT, I	8/12/2002	Annual Fire Extinguisher Inspection-Rens. & Wheat	\$30.00
21212	637	GREGORY D. McKNIGHT	8/12/2002	Carpet cleaned- Demotte Meeting Room	\$207.00
21213	638	HERITAGE OFFICE PRODUCT	8/12/2002	Name badge,UPS charges, 3055 copier repairs-Dem	\$316.77
21214	639	HP PRODUCTS CORP.	8/12/2002	toilet tissue,M-Fold towels, paper towels, stripper, gum remover, carpet cleaning agents	\$534.10
21215	640	HR COMPLY	8/12/2002	Book	\$161.00
21216	641	HRS USA	8/12/2002	Computer software, AV materials	\$1,633.13
21217	642	INDIANA CHAMBER	8/12/2002	Books	\$135.00
21218	643	INGRAM	8/12/2002	Books	\$46.94
21219	644	INSPIRATIONAL DISTRIBUTOR	8/12/2002	Book	\$21.98
21220	645	JACKIE SAXON	8/12/2002	TCPL Visit-7/31/02	\$47.95
21221	646	JACKSON STRIPING	8/12/2002	Restripe Rens, Dem & Wheat	\$745.00
21222	647	JASPER COUNTY HOSPITAL	8/12/2002	Quality Water Test-Demotte	\$30.00
21223	648	JENNIFER L. EVERS	8/12/2002	Mileage;mini workshops, management mtg-TCPL visit 7/30/02	\$60.45
21224	649	JILL TACHTIRIS	8/12/2002	National Audubon Society-Field Guide to Birds book	\$12.37
21225	650	JOHN HENSLEY	8/12/2002	Parking lot Black Seal Coating-R, D & W	\$2,097.87
21226	651	KATHRYN B. WEED	8/12/2002	mileage & expenses for library visits-7/1/02	\$28.50
21227	652	KOEN BOOK DISTRIBUTORS, I	8/12/2002	Books	\$22.56
21228	653	KONE, INC.	8/12/2002	Qtly. Maintenance Contract Elevator	\$360.00
21229	654	KOLORTECH, INC.	8/12/2002	Fluorescent & outdoor lights	\$593.82
21230	655	LANDMARK AUDIOBOOKS	8/12/2002	Audio book replacement tapes-Dem	\$15.00
21231	656	LINDA THOMPSON	8/12/2002	Mileage-computer workshop, marketing mtg, library visit	\$31.15

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21232	657	LISA DAVIS	8/12/2002	TCPL visit 7/31/02	\$7.34
21233	658	M. LEE SMITH PUBLISHERS LL	8/12/2002	Indiana Employment law Center subscription to 10/03	\$367.00
21234	659	MARY MOLENAAR	8/12/2002	TCPL visit 7/30/02	\$12.27
21235	660	NANETTE SPEACHT	8/12/2002	Library visit 7/1/02 mileage & expenses	\$51.21
21236	661	PATTY STRINGFELLOW	8/12/2002	Delphi cemetery, TCPL visit, Learning Network mtg.- mileage & expenses	\$99.08
21237	662	PEGGY WOODS	8/12/2002	Print Artist Wrkshp Mileage, TCPL visit, AV trip, Indy Wrkshp	\$33.40
21238	663	PRECISION CONTROL SYSTE	8/12/2002	Check & reset A/C compressors & handler-D; installed new valve & linkage, new pump bearing-R	\$1,648.40
21239	664	QUILL	8/12/2002	Planner, toner & ink cartridges, index cards, strapping tape, disks, labels, copy paper, wrist rests	\$1,317.22
21240	665	COREY BOSWELL	8/12/2002	Prime & hang wall paper, patch & paint walls, caulk ceiling cracks-Wheat	\$550.00
21241	666	RECORDED BOOKS, LLC	8/12/2002	Audiobooks	\$667.20
21242	667	REGENT BOOK CO., INC.	8/12/2002	Books-Continuations	\$11.54
21243	668	RENSSELAER REPUBLICAN	8/12/2002	Rens. Page ad 7/19 - 8/1/02, Taxpayer Notifications	\$298.31
21244	669	SECURITY COURIERS CORP.	8/12/2002	Daily Transport Service b/w branches	\$1,183.34
21245	670	SHARON SCHULENBERG	8/12/2002	Library visits-Lowell, Schererville, Crete & TCPL	\$13.81
21246	671	SUNCOAST #3009	8/12/2002	Video's	\$359.55
21247	672	TREASURER OF THE STATE O	8/12/2002	Roster of State & Local Officials	\$10.00
21248	673	TRU-GREEN CHEMLAWN	8/12/2002	Mid-Season Pest Control for Crabapple trees-Demotte	\$99.00
21249	674	TYSEN'S COUNTRY GROCERY	8/12/2002	Adult book discussion & YA program supplies	\$50.26
21250	675	UNIQUE MANAGEMENT SERVI	8/12/2002	June Collection Placements	\$164.14
21251	676	VICKIE STUBBLEFIELD	8/12/2002	Mileage-Workshop in Indy 7/24/2002	\$99.65
21252	677	VIKING OFFICE PRODUCTS	8/12/2002	# 10 Envelopes	\$99.93
21253	678	VISTA INC.	8/12/2002	Ceiling Projection Bulbs	\$47.50
21254	679	WAL-MART COMMUNITY BRC	8/12/2002	AV Materials, clorox & baby wipes, work gloves, wheatfield childrens supplies, light bulbs	\$267.97
21255	680	WICK'S AIR FILTER SERVICE, I	8/12/2002	Kleen Pleat filters-Wheat	\$134.16

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$31,239.61

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, August 06, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$31,239.61**

Date this 12 day of August, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

SEPT

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting
Monday, September 9, 2002 7:00 PM
Wheatfield Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Policy revisions (Holiday, Public Relations and Information, Behavior) (R 9-12)
- D. Salary ordinance update (R 7)

General Business

- A. 2003 Budget adoption (R 13) Action
- B. Wheatfield Annual Report (R 14) Information
- C. Wheatfield Expansion Project update (R 13) Information

Director's Report (R 13-R 15)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes

Jasper County Public Library Board of Trustees
Rensselaer Library

August 12, 2002

Present: Anne-Marie Egan, Mike Crawford, Mark Heinig, Sue Deardorff, Joan Floyd, Tim Schultz, Lynn Daugherty, Patty Stringfellow

Consent Agenda & Consent Agenda Items: Minutes of the July board meeting, bills, financial reports, salary ordinance revisions, and INCOLSA Board Appointment were approved on a motion by M. Crawford, seconded by M. Heinig.

Tree dedication ceremony: A-M Egan noted that the ceremony was well-planned and enjoyable. She had not been aware of the extent of donations for the Memorial Tree Park until taking the tour given that day by Bill Brown.

2003 Budget: After some discussion, the 2003 Budget was unanimously approved for advertising on a motion by M. Crawford, seconded by S. Deardorff.

Special Board Meeting August Monday, August 26, 7 PM: The following board members stated their intention to attend this public hearing on the 2003 library budget: M. Crawford, A-M Egan, S. Deardorff, M. Heinig.

Financial Consultant: Lonnie Therber, of Therber, Brock and Kramer, Financial Advisors, was selected to be the library's financial consultant on a motion by M. Crawford, seconded by M. Heinig.

Feasibility Study: Following a motion by M. Crawford, seconded by J. Floyd, the board approved the final Letter of Agreement with The Troyer Group, dated July 31, 2002 to provide a study and cost analysis of the feasibility of adding on to the present Wheatfield Public Library in comparison to the feasibility of building a new Wheatfield Library.

The board gave the director and the library's attorney the authority to find an appropriate 4 acre land parcel, have it appraised and seek an option to buy and a right of entry, on a motion by J. Floyd, seconded by M. Crawford. The option must include a provision that the cost of the option to buy will come off the final cost of the property, if purchased. The board reserved the right to approve the final cost and agreement before contracts are executed.

INSPIRE funding: Sue Deardorff gave a summary of some of the main points covered by INCOLSA Interim Director Bill Rosier at the NILBA dinner on July 31.

We want the legislature to restore state funding for the INSPIRE databases and for public libraries' connections to the Internet. If we find alternative ways that we can fund those services, the legislature may say we don't need the money. If we do not fund them ourselves in the interim, the legislature may say they must not be very important to us.

Substitute page: By consensus, the board approved the short term use (August and September) of DeMotte's substitute page, Heather Havens, to fill in occasionally at Wheatfield while they search for a replacement for a page who is resigning.

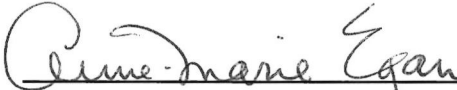
Library Audit: L. Daugherty reported that the State Board of Accounts completed the audit of the library's 1999 and 2000 finances and found no problems.

Rensselaer Quilt: Patty Stringfellow reported that the Friends of the Library are contracting with the Carnegie Quilters to create a memorial quilt to be hung in the Rensselaer Library to celebrate the library's 10th anniversary in their "new" building. The quilt will incorporate a color photo of the library and some graphics indicating the library's basic services and features.

Adjournment: The board adjourned at 8:20 PM on a motion by M. Crawford, seconded by S. Deardorff.



Mark Heinig, Secretary

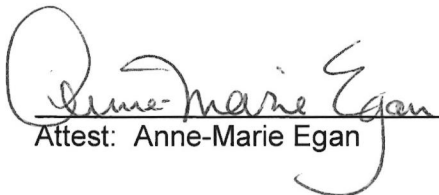


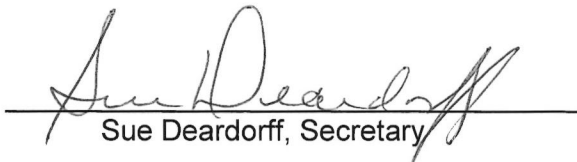
Attest: Anne-Marie Egan, President

Minutes August 26, 2002
Special Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Mari Anne Sayler, Anne-Marie Egan, Sue Deardorff, Mike Crawford, Lynn Daugherty.

The 2003 Budget Hearing was held at 7:00 PM as advertised. There being no one in attendance to express concern about the budget, the hearing was closed at 7:15 pm and meeting adjourned.


Attest: Anne-Marie Egan


Sue Deardorff, Secretary

August 2002

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	52,759	63,163	30,319
Percent Increase/Decrease	4.6%	-6.4%	13.4%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2001	2002	% change
Circulation	23,163	33,140	43.1%
Jan. to date circulation	201,157	210,544	4.7%

7
6

CIRCULATION BY HOLDINGS CODE

August 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	1			1
Award Winner JE (DAJE)	18			18
Award Winner JFIC (DAJFIC)	8			8
Award Winner JNF (DAJNF)	5			5
Award Winner JPFIC (DAJBPF)	1			1
Award Winner YAFIC (DAYAF)	6			6
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	45	3	1	49
Books on CD (DBKCD)	45	2	2	49
Books on Tape (DBKT)	117	11	1	129
Compact Disc (DCD)	297	9	3	309
DVD	310	2		312
Equipment (DEQP)	2			2
See librarian (DERR)				0
Express Book (DEXP)	45			45
Fiction (DFIC)	1407	74	30	1511
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	239			239
Juv. Biography (DJBIO)	32			32
Juv. Book on CD (DJBKCD)	2			2
Juv. Book on Tape (DJBKT)	85	1		86
Juv. Compact Disc (DJCD)	19			19
Juvenile Easy (DJE)	1231	2	1	1234
Juv. Easy Reader (DJER)	436	1	1	438
Juv. Fiction (DJFIC)	342	3	9	354
Juv. Holiday books (DJHOL)	9			9
Juv. Magazine (DJMAG)	99			99
Juv. Music Cassette (DJMC)	9			9
Juv. Nonfiction (DJNF)	486	5	3	494
Juv. Nonfic Text Bk (DJNFTB)	4			4
Juv. Paperback fic (DJPBF)	368	6	4	378
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	105	2		107
Large Print Nonfic (DLPNF)	6			6
Magazine (DMAG)	611	5		616
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1164	35	16	1215
Nonfiction VHS (DNFVHS)	38	3		41
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	23			23
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)	3			3
Spanish Collection (DSPA)	1			1
Software (DSWAR)	145	2	1	148
Vertical File (DVF)	21	1		22
VHS	978	4	1	983

YA Biography (DYAB)				0
YA Books on CD (DYABKCD)	1			1
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	58	4		62
YA Nonfiction (DYANF)	22	1	1	24
YA Paperback Fic (DYAPBF)	125	6	3	134
Award Winner JBIO (RAJBIO)		7		7
Award Winner JE (RAJE)		2		2
Award Winner JFIC (RAJFIC)		7		7
Award Winner JNF (RAJNF)		1		1
Award Winner JPFIC (RAJPBF)				0
Award Winner YAFIC (RAYAF)		5		5
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)		73	3	76
Books on CD (RBKCD)		86	2	88
Books on Tape (RBKT)	10	210	2	222
Compact Disc (RCD)	6	245	5	256
DVD		615	1	616
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)	2	131		133
Fiction (RFIC)	66	1536	21	1623
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		14		14
Internet (RINTER)		587		587
Juv. Biography (RJBIO)	1	17		18
Juv. Book on CD (RJBKCD)		2		2
Juv. Book on Tape (RJBKT)		73		73
Juv. Compact Disc (RJCD)		12		12
Juvenile Easy (RJE)	4	1113	1	1118
Juv. Easy Reader (RJER)	3	146		149
Juv. Fiction (RJFIC)	7	312	17	336
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		25	1	26
Juv. Music Cassette (RJMC)		13		13
Juv. Nonfiction (RJNF)	17	665	6	688
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	4	272	4	280
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	2	26		28
Large Print Nonfic (RLPNF)		1		1
Magazine (RMAG)	1	412		413
Music Cassette (RMCAS)		3		3
Nonfiction (RNFIC)	35	861	18	914
Nonfiction VHS (RNFVHS)	2	67		69
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		3		3
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)		30		30
Software (RSWAR)		114	4	118
Vertical File (RVF)		3		3

VHS	7	1402		1409
YA Biography (RYAB)		8		8
YA Books on CD (RYABKCD)				
YA Books on Tape (RYABKT)		9		9
YA Fiction (RYAF)	1	148		149
YA Nonfiction (RYANF)		45	1	46
YA Paperback Fic (RYAPBF)	3	130		133
Award Winner JBIO (WAJBIO)			1	1
Award Winner JE (WAJE)			4	4
Award Winner JFIC (WAJFIC)			1	1
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)			1	1
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	2		34	36
Books on CD (WBKCD)		2	17	19
Books on Tape (WBKT)	5	9	73	87
Compact Disc (WCD)	4	9	179	192
DVD	1		242	243
Equipment (WEQP)				0
See librarian (WERR)			1	1
Express Book (WEXP)			1	1
Fiction (WFIC)	48	50	674	772
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			161	161
Juv. Biography (WJBIO)	1	1	4	6
Juv. Book on CD (WJBKCD)				0
Juv. Book on Tape (WJBKT)			16	16
Juv. Compact Disc (WJCD)			10	10
Juvenile Easy (WJE)	4		576	580
Juv. Easy Reader (WJER)	3		76	79
Juv. Fiction (WJFIC)	3	9	162	174
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)	4		43	47
Juv. Music Cassette (WJMC)			2	2
Juv. Nonfiction (WJNF)	6	8	235	249
Juv. Nonfic Text Bk (WJNFTB)				0
Juv. Paperback fic (WJPBF)	5	1	138	144
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	2	1	9	12
Large Print Nonfic (WLPNF)			2	2
Magazine (WMAG)	2		217	219
Music Cassette (WMCAS)			1	1
Nonfiction (WNFIC)	23	28	456	507
Nonfiction VHS (WNFVHS)	1	2	28	31
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)		1	14	15
Software (WSWAR)		4	58	62

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	23	3	0	26
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	78	82	19	179
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	1	31	14	46
Software (SWAR)	145	120	63	328
Vertical File (VF)	21	4	8	33
VHS	985	1408	689	3082
YA Biography (YAB)	0	8	0	8
YA Books on CD (YABKCD)	1	0	0	1
YA Books on Tape (YABKT)	0	9	0	9
YA Fiction (YAF)	59	153	60	272
YA Nonfiction (YANF)	24	46	22	92
YA Paperback Fic (YAPBF)	129	138	63	330
				0
Free reads	193	551	137	881
Puzzles				0
Talking books				0
Assignment Shelf Books				0
TOTAL	9525	10385	4591	24501

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1870	2371	872	5113
Nonfiction	1354	1114	564	3032
CHILDREN'S BOOKS				
Fiction	2437	1874	995	5306
Nonfiction	585	707	249	1541
YA BOOKS				
Fiction	194	296	123	613
Nonfiction	24	54	22	100
Magazines, Adult	614	417	217	1248
Magazines, Children	103	25	44	172
Games, Toys	0	14	0	14
Internet use	239	587	161	987
Sound Recordings, adult	484	604	285	1199
Sound Recordings, ch	115	101	28	244
Online databases	0	0	0	0
Software	145	120	63	328
Vertical file	21	4	8	33
VHS/DVD	1337	2097	960	4394
Equipment	2	0	0	2
Total	9524	10385	4591	24500

Vertical File (WVF)			4	4
VHS		2	688	690
YA Biography (WYAB)				0
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)		1	60	61
YA Nonfiction (WYANF)	2		20	22
YA Paperback Fic (WYAPBF)	1	2	60	63
TOTAL	9257	9743	4431	23431

CIRCULATION BY HOLDINGS CODE
July 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	1	7	1	9
Award Winner JE (AJE)	18	2	4	24
Award Winner JFIC (AJF)	8	7	1	16
Award Winner JNF (AJNF)	5	1	0	6
Award Winner JPFIC (AJPF)	1	0	1	2
Award Winner YAFIC (AYAF)	6	5	0	11
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	47	76	38	161
Books on CD (BKCD)	45	90	21	156
Books on Tape (BKT)	132	239	76	447
Compact Disc (CD)	307	263	187	757
DVD	311	617	243	1171
Equipment (EQP)	2	0	0	2
See librarian (ERR)	0	0	1	1
Express Book (EXP)	47	131	1	179
Fiction (FIC)	1521	1660	725	3906
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	14	0	14
Internet (INTR)	239	587	161	987
Juv. Biography (JBIO)	34	18	4	56
Juv. Book on CD (JBKD)	2	2	0	4
Juv. Book on Tape (JBKT)	85	74	16	175
Juv. Compact Disc (JCD)	19	12	10	41
Juvenile Easy (JE)	1239	1115	578	2932
Juv. Easy Reader (JER)	442	147	77	666
Juv. Fiction (JFIC)	352	324	188	864
Juv. Holiday (JHOL)	9	0	0	9
Juv. Magazine (JMAG)	103	25	44	172
Juv. Music Cassette (JMC)	9	13	2	24
Juv. Nonfiction (JNF)	509	678	244	1431
Juv. Nonfic Text Bk (JNFT)	4	0	0	4
Juv. Paperback fic (JPBF)	377	279	146	802
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	109	29	9	147
Large Print Nonfic (LPNF)	6	1	2	9
Magazine (MAG)	614	417	217	1248
Music Cassette (MCAS)	0	3	1	4
Nonfiction (NFIC)	1222	924	490	2636
Nonfiction VHS (NFVH)	41	72	28	141
Professional Coll. (PROF)	0	0	0	0

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

August 2002

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	126	27	139	30	188	41	453	98
LOCAL HISTORY								
In person	5	1	16	5		0	21	6
Letters written	1	1	5	5		0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	22	2	150	13		0	172	14
VCR Use	2	0	1	0		0	3	0
Microforms	4	1	65	9		0	69	9
CD ROM/Online databases	31	3	132	11	34	3	197	16
Typewriter use		0	2	0		0	2	0
Other equipment used		0		0		0	0	0
Tax Forms distributed		0	2	0	16	0	18	0
OTHER LIBRARY SERVICES USED								
Walking book visits	3	2	45	30		0	48	32
Notarized documents	3	1	2	1	3	1	8	2
Meeting Room Use (no. of grou	26	9	18	6	3	1	47	16
Study room use	7	1	15	1	3	0	25	2
INTERLIBRARY LOANS								
Requests made for:	83	21	106	27	33	8	222	56
Items rec'd for:	78	39	82	41	19	10	179	90
Items requested by other librari	1						1	
Items supplied to other librari	1	1		0		0	1	1

REGISTRATIONS

Total Borrowers	8208	8379	3379	19966
Non-resident, paying	10	25	2	37
PLAC card users	0	3	0	3
Reciprocal borrowers	489	311	26	826

PROGRAMS

Programs for all ages	0	0	2	12		0	2	12
Children's Programs (0-13)	1	6	5	30	3	18	9	54
Number attending	18		92		19		129	
YA Programs (14-17)	2	12		0		0	2	12
Number attending	33		2				35	
Adult Programs		0	5	30	1	6	6	36
Number attending	5		54		21		80	
Senior Citizen Programs		0	6	36		0	6	36
Number attending			60		2		62	
Total Number of Programs	3	18	18	108		0	25	150
Total Persons Attending	56		208				306	
Total Attending Same Month Las	82		579		15		676	
Total Staff Hours Spent		125		285		87		498
Hours Spent Same Month last year		126		422		71		619

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7036	74.2%	7741	72.6%	3416	74.3%	18193	73.5%
Corporate	18	0.2%	83	0.8%	11	0.2%	112	0.5%
Juvenile 0-11	1418	15.0%	1160	10.9%	560	12.2%	3138	12.7%
Nonresident No Fee	63	0.7%	280	2.6%	167	3.6%	510	2.1%
Nonresident Fee		0.0%	82	0.8%	7	0.2%	89	0.4%
Reciprocal	293	3.1%	244	2.3%	16	0.3%	553	2.2%
School		0.0%	22	0.2%		0.0%	22	0.1%
St. Joseph College	8	0.1%	90	0.8%		0.0%	98	0.4%
State Library Card	0	0.0%		0.0%		0.0%	0	0.0%
Staff	368	3.9%	618	5.8%	323	7.0%	1309	5.3%
YA 12-17	277	2.9%	346	3.2%	99	2.2%	722	2.9%
Total	9481		10666		4599		24746	
All items borrowed by nonresidents	364	3.8%	718	6.7%	190	4.1%	1272	5.1%

Salary Ordinance 2002

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date	Raise Date(s)	Step
Bailey, Lindsey	Page	\$5.95	13	R	6/3/2002	Res. 8/02	1c
Feicht, Emily	Page	\$6.05	14	R	5/14/2002	Res. 8/02	2
Longstreth, Marilyn	Page	\$5.75	10	W	5/4/2002	Res. 8/8/02	1a
Mulvahill, Kara	Page	5.75/5.85	10	R	8/6/2002	11/15/2002	1a,b
Scholl, Elizabeth	Page	\$5.75	10	R	9/10/2002	1/1/2003	1a
Smith, Megan	Page	\$5.75	10	R	8/20/2002	1/1/2003	1a
Whitlock, Courtney	Page	\$5.75	8.5	W	6/18/2002	Res. 8/27	1a
Chalik, Jacob	Page	\$5.85	8	W	9/5/2002		1a
Broholm, Melanie	Page	\$5.85	8	W	9/5/2002		1a

Kara, Elizabeth and Megan are new pages replacing pages who left this spring who were replaced for the summer by returning college students Lindsey Bailey and Emily Feicht.

Jacob Chalik and Melanie Broholm are replacements for Wheatfield pages Marilyn Longstreth and Courtney Whitlock who resigned last month.

We have examined and approved the changes in the salary ordinance. Dated August 12, 2002.

Timothy M. Schultz
Marianne Saylor
Mark Hining
Bernice Marie Egan

Jan C. Floyd
Joan Deardorff
John J. Egan

MEMORANDUM

Public Relations and Public Information Policy, Library Behavior Policy, Holiday Policy

Summary: The Policy Committee recommends no changes in the Holiday Policy. They recommend an expansion of the Public Relations... Policy to give explicit permission for staff to work as a part of community organizations to ensure that the library's services are being fully employed to improve the quality of life in Jasper County.

They also recommend certain changes in the Behavior Policy to more clearly define unacceptable behavior.

Discussion: The sections of the policies in which changes are recommended are identified with italics or with shading.

Vote: To accept the recommendations of the Policy Committee, approving the Holiday Policy as presently written, and making changes as noted in the Behavior Policy and Public Relations/Information Policy.

Public Relations and Public Information Policy

Recognizing our responsibility to encourage all Jasper County citizens to make effective and maximum use of the library's services and resources, the JCPL Board of Trustees adopts the following policy.

The Library will actively promote community awareness of library services. It will take such actions as are necessary to stimulate public interest in and usage of the library. The Library will work to improve public understanding and support of JCPL and its role in the community.

Employees are encouraged, as a part of their job and with permission of their supervisors, to help community organizations working for an improved quality of life in their community so that library services may be fully employed to this end.

In communities with service organizations such as Chambers of Commerce and Rotary Clubs, the library is encouraged to become a member. By so doing, the library's resources may be publicized, community needs recognized, and the library may profit from the networking effected. The staff member who serves as the library's representative may count occasional meetings held during work hours as library work time. After hour activities are not considered library work time.

Approved 7/94; reviewed 7/95;7/96; 7/97; 7/01; draft 8/02

LIBRARY BEHAVIOR POLICY

The Public Library is open to all to provide access to the information, ideas and meeting rooms therein. No individual or group has the right to interfere with anyone else's right to use the library *(for these purposes.)*

Behavior is considered unacceptable when it could result in injury to oneself or others, when it violates the law, when it interferes with another person's use of the library, or when it could result in loss or damage to Library or patron's property.

Persons failing to follow the Library's behavior rules may be asked to leave.

PLEASE

No eating or drinking (except in meeting rooms)

No use of alcohol, drugs, or tobacco products *(on library property)*

No running, throwing, fighting

No loud or abusive language

No guns or other weapons *on library property* (except on the person of law enforcement officials)

No bicycles, rollerblades or skates *(omit: may be used in the library or)* on library property. Bicycles ridden to the library must be stored in the bicycle racks while owners are using library facilities.

No sleeping *(or bathing)* in the library

No soliciting except in support of the library and sanctioned library activities

Soliciting includes such actions as selling items, begging, circulating petitions, distributing printed material, conducting surveys.

No animals except: *assistive animals*

Parents/ guardians are responsible for their children's behavior while children are *(omit: in the library or)* on library property. Children age seven and under may not be left unattended in the library.

Vandalism to library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

(Appropriate apparel, including) shoes and shirts, must be worn while in the library.

A person may be required to leave the library if his/ her personal hygiene

interferes with the orderly operation of the library or with the ability of other patrons to use and/or enjoy the facility.

8/94; reviewed 9/95; revised 9/96, 9/97; revised 9/00; draft 9/02



JASPER COUNTY PUBLIC LIBRARY

www.jasperco.lib.in.us

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
Wheatfield, Indiana 46392-7396
219 • 956-3774
Fax 219 • 956-4808

August 27, 2002

Mrs. Janet M. Umlauf
5784 N. 100 West
Rensselaer, IN 47978

Dear Mrs. Umlauf:

Thank you for your letter. We appreciate parents' concern for their children's upbringing and encourage them to pay attention to what their children are reading to ensure that it is what they feel is appropriate for them.

First, I should point out that this book is classified j307 which is in nonfiction books on the subject of family relations. If it was found in the picture book section, it was there by mistake and we apologize.

A committee examined Daddy's Roommate several years ago when we first purchased it. I don't think the committee called it a "classic", but they concurred that the book does contain useful information for children who may be living in the type of family situation depicted in it. It has been favorably reviewed by professional review sources and is considered an important addition for a balanced children's collection representing all sides of a controversial issue.

Our position is best stated in our "Materials Selection Policy":

The Library recognizes that many materials are controversial and that any given item may offend some patrons. The choice of library materials by users is an individual matter. A person may reject certain items for himself/herself or for his/her family, but s/he does not have the right to restrict access to these materials by others. Selection will not be made on the basis of any anticipated

approval or disapproval, but on the merits of the work as it relates to the criteria listed." Some of those criteria are critical reviews in professional selection aids, effectiveness of style, format and content for intended audience, need for breadth and balance of viewpoints and subjects within the collection.

We have had a number of patrons complain that we have too many "Christian" books in our collection. Our policy protects those who want these books available to them and to their families, as it protects those who want a book on homosexuality in the collection.

Though you may not agree with our decision to retain this book, I hope you can understand why we reached the decision we did. Thank you again for expressing your concern.

Sincerely,

A handwritten signature in cursive script that reads "Lynn Daugherty". The signature is fluid and elegant, with the first letters of the first and last names being capitalized and prominent.

Lynn Daugherty
Director

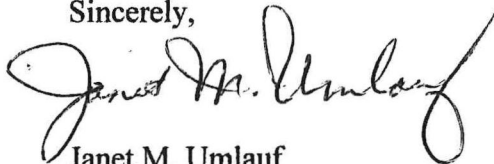
August 21, 2002

To Lynn Daugherty, Director and the Jasper County Library Staff:

Recently my 10 year old daughter went to the children's section of the Wheatfield Library while I was busy elsewhere. She picked up an armful of books as she usually does. She usually gets a couple of the picture books as well as Nancy Drew, Mandy and books of similar series. I glanced through her stack and found the book My Daddy has a Roommate. The title in itself looked suspicious to me so I read it. I know we live in an age of political correctness and heaven help us if we should appear that we have convictions for or against something these days. But to have a book clearly espousing and promoting homosexuality in the children's picture book section is inexcusable! From a purely humanistic viewpoint—homosexuality is wrong. There is no living being in the animal kingdom that practices it—they would be extinct by now if they did--as would we humans. The liberal media would have us believe that the majority of Americans believe homosexuality to be a viable lifestyle and that a vast majority of Americans are in fact, "gay". This is simply not the case. I read that there is less than 2% of the US population who claim to be gay and there are simply no facts to prove that a majority of Americans are in favor of it. I resent having this philosophy shoved down the throats of little children in a conservative farming community. This book also presents divorce as if it is something really positive and presents the mother as smiling and being thrilled with the fact that her husband divorced her. This is absolute rubbish—divorce is always traumatic for all involved. I mentioned my concerns verbally at the Wheatfield library and was told that this book is a classic. A classic??? Equal to works of Dickens, Hawthorne, Longfellow, Washington Irving, etc??? I don't think so. I realize that as a Government institution you feel obligated to be politically correct. The adult bookshelves might be the place for this type of book, but certainly not the children's picture book section. I am respectfully asking you to remove this book and others in this series from the children's bookshelves in the Jasper County Library system.

Thank you for your time reading my letter.

Sincerely,



Janet M. Umlauf
5784 N. 100 West
Rensselaer, IN 47978

219-956-4945

adagio@netnitco.net

JCPL FINANCIAL STATEMENT

August 31, 2002

	<u>Beginning 2002 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$629,140.15	\$109,749.41	\$1,021,427.62	\$5,604.01	\$889,801.31	\$497,513.84
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00	\$0.00
Gift Fund	\$3,572.06	\$0.00	\$6,124.00	\$64.00	\$4,529.25	\$1,977.31
DeMotte	\$479.94	\$0.00	\$3,007.91	\$44.00	\$2,784.61	\$256.64
Rensselaer	\$2,252.64	\$0.00	\$2,195.65	\$20.00	\$1,563.64	\$1,620.63
Wheatfield	\$839.48	\$0.00	\$920.44	\$0.00	\$181.00	\$100.04
Library Improvement Reserve Fund	\$47,593.91	\$0.00	\$0.00	\$66.90	\$500.66	\$48,094.57
Bond & Interest Redemption Fund	\$110,881.49	\$0.00	\$61,097.50	\$0.00	\$178,137.76	\$227,921.75
Includes Investments of:						
ital Projects Fund	\$231,687.24	\$0.00	\$2,166.24	\$644.68	\$92,936.76	\$322,457.76
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$275.25	\$797.93	\$91.75	\$706.18	(\$91.75)
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,377.18	\$41,065.72	\$5,377.18	\$41,065.72	\$0.00
FICA Tax Collected	\$0.00	\$4,895.69	\$37,417.71	\$4,895.69	\$37,417.71	\$0.00
State Tax Collected	\$1,844.37	\$1,980.26	\$15,809.23	\$2,082.60	\$16,047.46	\$2,082.60
County Tax Collected	\$507.51	\$551.80	\$4,396.92	\$581.88	\$4,471.29	\$581.88
Deferred Comp.	\$0.00	\$4,261.08	\$30,453.31	\$4,261.08	\$30,453.31	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,947.64	\$24,324.00	\$2,947.64	\$24,324.00	\$0.00
Employee Health/Life Insur.	\$0.00	\$17.80	\$147.40	\$17.80	\$147.40	\$0.00
Employee P.E.R.F.	\$5,086.23	\$0.00	\$17,396.40	\$2,276.21	\$16,793.72	\$4,483.55
Credit Union	\$0.00	\$350.00	\$2,800.00	\$350.00	\$2,800.00	\$0.00
TOTAL ALL FUNDS.....	\$1,030,522.96	\$130,406.11	\$1,265,448.98	\$29,261.42	\$1,340,157.53	\$1,105,231.51

Bank Balances
Jasper County Public Library
Report as of: 8/31/2002

<i>Bank</i>		
1	Peoples State Bank	\$1,052,504.49
2	Demotte State Bank	\$4,422.45
3	Lafayette Bank & Trust-LIRF	\$48,094.57
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$1,105,231.51</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for

100 OPERATING FUND

Jasper County Public Library

Report Date: From 8/1/2002 To 8/31/2002

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.1 SALARIES AND WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
1.11 SALARY OF LIBRARIAN	\$48,776.00	\$0.00	\$48,776.00	\$4,064.66	\$32,452.28	\$16,323.72	66.5
1.12 SALARY OF ASSISTANTS	\$672,085.00	\$0.00	\$672,085.00	\$59,200.42	\$453,831.14	\$218,253.86	67.5
1.13 WAGES OF JANITORS	\$44,317.00	\$0.00	\$44,317.00	\$3,678.32	\$27,157.36	\$17,159.64	61.3
1.21 EMPLOYER'S SHARE-FICA	\$58,446.00	\$0.00	\$58,446.00	\$4,895.69	\$37,417.71	\$21,028.29	64.0
1.22 UNEMPLOYMENT COMPENSATION	\$513.00	\$0.00	\$513.00	\$0.00	\$1,431.29	(\$918.29)	279.0
1.23 EMPLOYER'S CONTRIB.- PERF	\$37,372.00	\$0.00	\$37,372.00	\$0.00	\$26,408.55	\$10,963.45	70.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$34,848.00	\$1,866.20	\$36,714.20	\$3,273.41	\$28,041.83	\$8,672.37	76.4
1.31 OTHER PERSONAL SERVICES	\$750.00	\$0.00	\$750.00	\$0.00	\$387.25	\$362.75	51.6
Subtotal	\$897,107.00	\$1,866.20	\$898,973.20	\$75,112.50	\$607,127.41	\$291,845.79	67.5
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$21.98	\$74.07	\$675.93	9.9
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$138.70	\$352.95	\$97.05	78.4
2.13 OTHER OFFICE SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$1,333.68	\$6,227.70	\$272.30	95.8
2.21 CLEANING & SANITATION SUPPLIES	\$4,200.00	\$0.00	\$4,200.00	\$538.95	\$2,672.03	\$1,527.97	63.6
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$731.16	\$1,364.54	\$2,635.46	34.1
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$134.16	\$593.16	\$606.84	49.4
2.32 PAINT AND PAINTING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$238.50	\$161.50	59.6
2.41 LIBRARY SUPPLIES	\$12,615.00	\$0.00	\$12,615.00	\$625.95	\$6,626.91	\$5,988.09	52.5
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$67.68	\$82.32	45.1
Subtotal	\$30,275.00		\$30,275.00	\$3,524.58	\$18,217.54	\$12,057.46	60.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charge</i>							
3.12 ENGINEERING & ARCH. SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$2,212.50	\$2,212.50	\$7,787.50	22.1
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$49.29	\$6,859.89	(\$859.89)	114.3
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$256.80	\$3,511.54	\$3,488.46	50.2
3.22 POSTAGE	\$5,000.00	\$60.36	\$5,060.36	\$26.39	\$3,027.85	\$2,032.51	59.8
3.23 MILEAGE	\$8,000.00	\$0.00	\$8,000.00	\$544.60	\$5,821.61	\$2,178.39	72.8
3.24 PROFESSIONAL MEETINGS	\$9,000.00	\$0.00	\$9,000.00	\$243.31	\$6,636.22	\$2,363.78	73.7
3.25 FREIGHT	\$3,400.00	\$0.00	\$3,400.00	\$123.88	\$1,870.08	\$1,529.92	55.0
3.26 NETWORKING	\$5,500.00	\$0.00	\$5,500.00	\$503.51	\$7,160.99	(\$1,660.99)	130.2
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$298.31	\$898.16	\$601.84	59.9
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$354.51	\$195.49	64.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$100.00	\$100.00	50.0
3.42 OTHER INSURANCE	\$12,500.00	\$0.00	\$12,500.00	\$0.00	\$17,432.50	(\$4,932.50)	139.5
3.51 GAS	\$36,000.00	\$0.00	\$36,000.00	\$33.62	\$11,896.38	\$24,103.62	33.0
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$2,276.47	\$25,319.20	\$20,680.80	55.0
3.53 WATER	\$950.00	\$0.00	\$950.00	\$99.45	\$652.05	\$297.95	68.6
3.54 WASTE DISPOSAL SERVICES	\$2,365.00	\$0.00	\$2,365.00	\$195.71	\$1,605.28	\$759.72	67.9
3.61 BUILDING & STRUCTURES	\$46,000.00	\$57,845.00	\$103,845.00	\$6,408.98	\$86,658.19	\$17,186.81	83.4
3.62 EQUIPMENT	\$2,000.00	\$0.00	\$2,000.00	\$277.48	\$615.81	\$1,384.19	30.8
3.72 EQUIPMENT RENTALS	\$230.00	\$0.00	\$230.00	\$9.95	\$161.60	\$68.40	70.3
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$0.00	\$2,985.52	(\$385.52)	114.8
3.94 TRANSFER TO LIRF	\$50,000.00	(\$4,000.00)	\$46,000.00	\$0.00	\$0.00	\$46,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$45.96	\$145.96	\$0.00	\$85.60	\$60.36	58.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$51,872.00	\$0.00	\$51,872.00	\$1,707.48	\$41,545.88	\$10,326.12	80.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$309,087.00	\$53,951.32	\$363,038.32	\$15,267.73	\$227,411.36	\$135,626.96	62.6
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$19,685.00	\$4,000.00	\$23,685.00	\$186.32	\$13,971.85	\$9,713.15	59.0
4.51 BOOKS	\$145,400.00	\$0.00	\$145,400.00	\$8,876.44	\$101,859.09	\$43,540.91	70.1
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$91.75	\$18,136.99	\$5,863.01	75.6
4.53 NONPRINTED MATERIALS	\$56,350.00	\$0.00	\$56,350.00	\$6,690.09	\$34,703.38	\$21,646.62	61.6
Subtotal	\$245,435.00	\$4,000.00	\$249,435.00	\$15,844.60	\$168,671.31	\$80,763.69	67.6
Grand Total	\$1,481,904.00	\$59,817.52	\$1,541,721.52	\$109,749.41	\$1,021,427.62	\$520,293.90	66.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/5/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$10,966.50	PFEED - Prec. Control A/P#57, Pd 1/14
3/5/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$39,879.00	PFEED - Area Sheet Metal A/P#20, Pd 1/14
5/13/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,350.00	Repairs to light pole-Herrman & Goetz-A/P#368
5/13/2002	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$45.96	John Rush-found lost book refund;A/P#378
6/17/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$1,599.60	COBRA Reimbursement-Filson Jan-Jun '02
7/8/2002	100 OPERATING FUND	3.22 POSTAGE	\$60.36	UPS charges for A/R #247 Okidata Printer & A/R #252 Alpha Server
7/8/2002	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$4,000.00	Transfer per Board Approval-Security camera & fencing-Dem
7/8/2002	100 OPERATING FUND	3.94 TRANSFER TO LIRF	(\$4,000.00)	Transfer per Board Approval-Security camera & fencing-Dem
7/15/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,218.50	PFEED-Prec. Control A/P #476, Pd 6/10
7/22/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$232.20	COBRA Reimbursement-Filson, July 02.
7/29/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$4,431.00	PFEED-Area Sheet Metal A/P#522, Pd 7/8
8/20/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$34.40	COBRA Reimbursement-Filson July '02 Balance

Voucher List
Jasper County Public Library

Report Date: From 8/1/2002 To 8/31/2002

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21189	613	A.E. BOYCE CO., INC.	8/12/2002	Library Budget Paperwork Kit	\$21.98
21190	614	ALLSOURCE TELECOM, LLC	8/12/2002	Reroute cables and telephone lines to new locations in Tech. Services	\$350.23
21191	615	AMBER PULLINS	8/12/2002	Mileage-Digital camera & Print Artist workshops, TCPL visit	\$53.77
21192	616	BAKER & TAYLOR INC.	8/12/2002	Title Source 2	\$3,530.00
21193	617	BAKER & TAYLOR	8/12/2002	Books, Continuations, AV materials	\$8,215.18
21194	618	BARNES & NOBLE	8/12/2002	AV Materials, books	\$305.21
21195	619	BATA PUBLISHING	8/12/2002	Hoosier High School Basketball	\$23.99
21196	620	CAMPBELL PRINTING COMPA	8/12/2002	1,000- No. 10 Envelopes	\$138.70
21197	621	CDW GOVERNMENT, INC	8/12/2002	Battery for Sony Digital Camera	\$45.49
21256	622	CHARLOTTE FAGEN	8/12/2002	Film Development	\$13.58
21198	623	CULLIGAN	8/12/2002	Water & Cooler Rental-Wheatfield	\$49.55
21199	624	D & J LAWNCARE, INC.	8/12/2002	Pull weeds & mowings;6/7, 6/14, 6/28, 7/12, 7/17	\$460.00
21200	625	DAVIDSON TITLES INC.	8/12/2002	Books	\$55.28
21201	626	DEMCO	8/12/2002	Audio cases, repair tape, paste brush	\$275.83
21202	627	DESIGN-AIRE CONSULTANTS,	8/12/2002	Engineering Services-Demotte	\$2,212.50
21203	628	DIANA KOOY	8/12/2002	Mileage;Deposits, Berrien Springs library visit	\$78.22
21204	629	DOUG STANDISH	8/12/2002	Removal & Installation of cabinets in Tech Services, electrical work	\$90.50
21205	630	GAIL JUNG	8/12/2002	Wheat-Petty Cash;batteries, postage,paint, bug spray, mileage, program supplies	\$23.61
21206	631	GAIL JUNG	8/12/2002	Rens-Petty Cash;postage, film, mtg. Room supplies, key, cleaning supplies	\$36.87
21207	632	GAIL JUNG	8/12/2002	Mileage-Digital camera & Computer basics workshops	\$32.12
21208	633	GALE GROUP	8/12/2002	Books-Encyclopedia of Cancer set	\$297.08
21209	634	GIESLER ELECTRIC, INC	8/12/2002	Replace GFCI Receptical & repair light on flag pole	\$160.98
21210	635	GLENDA BROWN	8/12/2002	Mileage-Delphi visit & mini workshops	\$46.07
21211	636	GOODWIN FIRE EQUIPMENT, I	8/12/2002	Annual Fire Extinguisher Inspection-Rens. & Wheat	\$30.00
21212	637	GREGORY D. McKNIGHT	8/12/2002	Carpet cleaned- Demotte Meeting Room	\$207.00
21213	638	HERITAGE OFFICE PRODUCT	8/12/2002	Name badge,UPS charges, 3055 copier repairs-Dem	\$316.77
21214	639	HP PRODUCTS CORP.	8/12/2002	toilet tissue,M-Fold towels, paper towels, stripper, gum remover, carpet cleaning agents	\$534.10
21215	640	HR COMPLY	8/12/2002	Book	\$161.00
21216	641	HRS USA	8/12/2002	Computer software, AV materials	\$1,633.13
21217	642	INDIANA CHAMBER	8/12/2002	Books	\$135.00
21218	643	INGRAM	8/12/2002	Books	\$46.94
21219	644	INSPIRATIONAL DISTRIBUTOR	8/12/2002	Book	\$21.98
21220	645	JACKIE SAXON	8/12/2002	TCPL Visit-7/31/02	\$47.95
21221	646	JACKSON STRIPING	8/12/2002	Restripe Rens, Dem & Wheat	\$745.00
21222	647	JASPER COUNTY HOSPITAL	8/12/2002	Quality Water Test-Demotte	\$30.00
21223	648	JENNIFER L. EVERS	8/12/2002	Mileage;mini workshops, management mtg-TCPL visit 7/30/02	\$60.45
21224	649	JILL TACHTIRIS	8/12/2002	National Audubon Society-Field Guide to Birds book	\$12.37
21225	650	JOHN HENSLEY	8/12/2002	Parking lot Black Seal Coating-R, D & W	\$2,097.87
21226	651	KATHRYN B. WEED	8/12/2002	mileage & expenses for library visits-7/1/02	\$28.50
21227	652	KOEN BOOK DISTRIBUTORS, I	8/12/2002	Books	\$22.56
21228	653	KONE, INC.	8/12/2002	Qtly. Maintenance Contract Elevator	\$360.00
21229	654	KOLORTECH, INC.	8/12/2002	Fluorescent & outdoor lights	\$593.82
21230	655	LANDMARK AUDIOBOOKS	8/12/2002	Audio book replacement tapes-Dem	\$15.00
21231	656	LINDA THOMPSON	8/12/2002	Mileage-computer workshop, marketing mtg, library visit	\$31.15

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21232	657	LISA DAVIS	8/12/2002	TCPL visit 7/31/02	\$7.34
21233	658	M. LEE SMITH PUBLISHERS LL	8/12/2002	Indiana Employment law Center subscription to 10/03	\$367.00
21234	659	MARY MOLENAAR	8/12/2002	TCPL visit 7/30/02	\$12.27
21235	660	NANETTE SPEACHT	8/12/2002	Library visit 7/1/02 mileage & expenses	\$51.21
21236	661	PATTY STRINGFELLOW	8/12/2002	Delphi cemetery, TCPL visit, Learning Network mtg.- mileage & expenses	\$99.08
21237	662	PEGGY WOODS	8/12/2002	Print Artist Wrkshp Mileage, TCPL visit, AV trip, Indy Wrkshp	\$33.40
21238	663	PRECISION CONTROL SYSTE	8/12/2002	Check & reset A/C compressors & handler-D; installed new valve & linkage, new pump bearing-R	\$1,648.40
21239	664	QUILL	8/12/2002	Planner, toner & ink cartridges, index cards, strapping tape, disks, labels, copy paper, wrist rests	\$1,317.22
21240	665	COREY BOSWELL	8/12/2002	Prime & hang wall paper, patch & paint walls, caulk ceiling cracks-Wheat	\$550.00
21241	666	RECORDED BOOKS, LLC	8/12/2002	Audiobooks	\$667.20
21242	667	REGENT BOOK CO., INC.	8/12/2002	Books-Continuations	\$11.54
21243	668	RENSSELAER REPUBLICAN	8/12/2002	Rens. Page ad 7/19 - 8/1/02, Taxpayer Notifications	\$298.31
21244	669	SECURITY COURIERS CORP.	8/12/2002	Daily Transport Service b/w branches	\$1,183.34
21245	670	SHARON SCHULENBERG	8/12/2002	Library visits-Lowell, Schererville, Crete & TCPL	\$13.81
21246	671	SUNCOAST #3009	8/12/2002	Video's	\$359.55
21247	672	TREASURER OF THE STATE O	8/12/2002	Roster of State & Local Officials	\$10.00
21248	673	TRU-GREEN CHEMLAWN	8/12/2002	Mid-Season Pest Control for Crabapple trees-Demotte	\$99.00
21249	674	TYSEN'S COUNTRY GROCERY	8/12/2002	Adult book discussion & YA program supplies	\$50.26
21250	675	UNIQUE MANAGEMENT SERVI	8/12/2002	June Collection Placements	\$164.14
21251	676	VICKIE STUBBLEFIELD	8/12/2002	Mileage-Workshop in Indy 7/24/2002	\$99.65
21252	677	VIKING OFFICE PRODUCTS	8/12/2002	# 10 Envelopes	\$99.93
21253	678	VISTA INC.	8/12/2002	Ceiling Projection Bulbs	\$47.50
21254	679	WAL-MART COMMUNITY BRC	8/12/2002	AV Materials, clorox & baby wipes, work gloves, wheatfield childrens supplies, light bulbs	\$267.97
21255	680	WICK'S AIR FILTER SERVICE, I	8/12/2002	Kleen Pleat filters-Wheat	\$134.16
0	681	PAYROLL	8/9/2002	PAYROLL	\$34,791.46
21257	682	ALIAC	8/9/2002	Indiana Deferred Comp Plan-Withheld from payroll 8/9/02	\$2,130.54
21258	683	ANTHEM BLUE CROSS AND B	8/9/2002	Health Insurance Premiums AUG '02	\$6,008.50
21259	684	INCOLSA	8/9/2002	Support Staff Workshop 7/24/02-Woods, Molenaar	\$90.00
21260	685	LA-PORTER FEDERAL CREDIT	8/9/2002	Withheld from payroll 8/9/02	\$175.00
21261	686	PLATINUM PLUS FOR BUSINE	8/9/2002	Stop Watches, Contact paper, CD, eBay fees, program supplies-WV	\$256.59
21262	687	SPRINT	8/9/2002	Dataline & Rens. Pay Phone Aug '02	\$135.16
21263	688	TOWN OF DEMOTTE	8/9/2002	Sewer Service June '02-Demotte	\$50.26
21264	689	TOWN OF WHEATFIELD SEW	8/9/2002	Wheatfield Sewer service Aug '02	\$41.05
0	690	INTERNAL REVENUE SERVICE	8/12/2002	FICA & FED Tax Withheld from 8/9/02 Payroll	\$7,935.62
0	691	INDIANA DEPARTMENT OF RE	8/20/2002	State & County taxes withheld JUL '02	\$2,532.06
0	692	PAYROLL	8/23/2002	PAYROLL	\$32,151.94
21265	693	ALIAC	8/23/2002	Deferred Compensation Withheld from 23 AUG 02 payroll	\$2,130.54
21266	694	AFLAC	8/23/2002	Supplemental Insurance - Withheld from 23 AUG 02 Payroll	\$132.70
21267	695	ANTHEM LIFE	8/23/2002	Life Ins. Sep.'02 Premium	\$97.65
21268	696	CITY OF RENSSELAER	8/23/2002	Utilities-Rens. Lib., 7/9-8/9/02	\$1,444.04
0	697	INTERNAL REVENUE SERVICE	8/26/2002	FICA & FED Taxes Withheld 23AUG02 Payroll	\$7,232.94
21269	698	LA-PORTER FEDERAL CREDIT	8/23/2002	Withheld from 8/23/02 Payroll - Direct Deposits	\$175.00
21270	699	MIDWAY ELECTRONICS	8/23/2002	Wireless Communication-Rens/DeMotte Lib., Sep'02	\$420.00
21271	700	NIPSCO	8/23/2002	Wheatfield Utilities- 7/12-8/13/02	\$1,030.30
21272	701	SPRINT	8/23/2002	Local Phones-Wheatfield Lib. - August '02	\$137.65
21273	702	SPRINT	8/23/2002	Long Distance Calling - 7/8-8/6/02	\$67.50

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$130,406.11

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, August 29, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$130,406.11

Date this 9th day of September, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5a

Receipt Breakdown

August 31, 2002

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,554.27	\$20,057.10
DeMotte	\$885.28	\$8,026.77		
Rensselaer	\$1,085.21	\$7,900.26		
Wheatfield	\$583.78	\$4,130.07		
PHOTOCOPIES:			\$554.14	\$4,705.77
DeMotte	\$226.45	\$1,958.15		
Rensselaer	\$235.29	\$2,199.32		
Wheatfield	\$92.40	\$548.30		
CARDS:			\$2.00	\$40.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$2.00	\$40.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$1,931.60	\$10,674.92
Checking/Repurchase/Savings	\$1,931.60	\$10,674.92		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$0.00	\$790,607.74
Property Tax	\$0.00	\$404,615.74		
License Excise Tax	\$0.00	\$57,347.59		
Financial Institution Tax	\$0.00	\$589.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$3,840.41		
Local Option/Certified Shares		\$291,716.00		
Local Option/Property Tax Repl.		\$32,499.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$562.00	\$63,715.78
Insurance	\$0.00	\$182.50		
Rebates/Refund	\$0.00	\$159.91		
Postage	\$0.00	\$0.00		
Reimbursements,PFEFF	\$0.00	\$56,495.00		
COBRA/FMLA Reimbursement	\$34.40	\$1,866.20		
Magazine Refunds	\$0.00	\$377.90		
Reimbursements	\$0.00	\$1,360.58		
Telephone refund	\$0.00	\$2,103.24		
Fixed Asset Sales	\$527.60	\$1,170.45		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$5,604.01	\$889,801.31
PLAC FUND:			\$0.00	\$25.00
GIFT FUNDS:			\$64.00	\$4,529.25
DeMotte	\$44.00	\$2,784.61		
Rensselaer	\$20.00	\$1,563.64		
Wheatfield	\$0.00	\$181.00		
LIBRARY IMPROVEMENT FUND:			\$66.90	\$500.66
BOND & INTEREST REDEMPTION FUND			\$0.00	\$178,137.76
Property Tax	\$0.00	\$178,852.85		
License Excise Tax	\$0.00	(\$3,021.04)		
Financial Institution Tax	\$0.00	\$307.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,998.95		
CAPITAL PROJECTS FUND:			\$644.68	\$92,936.76
Interest Earned	\$644.68	\$4,013.08		
Property Tax	\$0.00	\$80,499.28		
License Excise Tax	\$0.00	\$7,495.26		
Financial Institution Tax	\$0.00	\$123.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$805.64		
HOST/HOSPITALITY FUND:			\$91.75	\$706.18
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$6,471.34	\$1,166,636.92

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:			\$22,790.08	\$173,520.61
FIT Tax Collected	\$5,377.18	\$41,065.72		
FICA Collected	\$4,895.69	\$37,417.71		
State Tax Collected	\$2,082.60	\$16,047.46		
County Tax Collected	\$581.88	\$4,471.29		
Deferred Comp Plan	\$4,261.08	\$30,453.31		
#125 Pre-tax Plan	\$2,947.64	\$24,324.00		
Life/Health Insurance	\$17.80	\$147.40		
PERF	\$2,276.21	\$16,793.72		
Credit Union	\$350.00	\$2,800.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$29,261.42	\$1,340,157.53

Voucher List
Jasper County Public Library

Report Date: From 9/1/2002 To 9/9/2002

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21274	703	A.M. Best Company, Inc.	9/9/2002	Continuations	\$389.85
21275	704	ACE HARDWARE	9/9/2002	Wastebasket, Mopheads, air freshener, furniture polish, dish soap, bowl cleaner	\$88.34
21276	705	ALLSOURCE TELECOM, LLC	9/9/2002	Almond Prostar Handset-R	\$115.63
21277	706	AMBER PULLINS	9/9/2002	Mileage-Worked at Wheatfield	\$8.03
21278	707	AUDIO EDITIONS	9/9/2002	Audio Books	\$233.42
21279	708	BAKER & TAYLOR	9/9/2002	Books, Continuations, AY, AV material	\$6,327.85
21280	709	BAKER & TAYLOR ENTERTAIN	9/9/2002	Videos	\$32.35
21281	710	BLACK BOOK	9/9/2002	Cars of Particular Interest Guide	\$29.00
21282	711	BOOKPAGE	9/9/2002	Annual Subscription 10/02- 09/03	\$216.00
21283	712	BROWN'S GARDEN & FLORAL	9/9/2002	Lawn Mowings; April-4, May-5	\$1,125.00
21284	713	CHARLOTTE FAGEN	9/9/2002	Library Visit Expense	\$7.45
21285	714	CULLIGAN	9/9/2002	September Cooler Rental-Wheat	\$9.95
21286	715	DEMCO	9/9/2002	Catalog Cards-1000	\$15.45
21287	716	DIANE KROS	9/9/2002	Mileage-Bank Deposits, Mini workshop, Teacher Reacher mtg.	\$27.74
21288	717	DIANE OPOLSKI	9/9/2002	Inspire Workshop Expense-8/6/02	\$7.22
21289	718	DIVISION OF ELEVATOR SAFE	9/9/2002	Elevator Inspection-Dem	\$52.00
21290	719	ELIZABETH GRAF	9/9/2002	Worked at Wheatfield-Mileage	\$16.06
21291	720	FASE'S WATER TREATMENT	9/9/2002	Redout @ Dem.	\$58.50
21292	721	GA FOODS GROUP	9/9/2002	Tree Dedication Program Supplies-Ren	\$21.33
21293	722	GALE GROUP	9/9/2002	Continuations	\$564.02
21294	723	GTI	9/9/2002	Library Labels	\$558.16
21295	724	HAINES & COMPANY, INC.	9/9/2002	North West Indiana Directories-Continuations	\$723.00
21296	725	HANK FINCKEN	9/9/2002	Johnny Appleseed Program 9/10/02-Ren	\$540.00
21297	726	HERITAGE OFFICE PRODUCT	9/9/2002	Copier Drum-R, Laminate Pouches-D, UPS Charges	\$135.55
21298	727	HPAJC	9/9/2002	Indiana Historic Sites & Stuctures Inventory	\$24.00
21299	728	HRS USA	9/9/2002	Video Tapes	\$4.99
21300	729	INCOLSA	9/9/2002	Dictionary of Art Online, Contemporary Lit. Crit., Exploring Children's Fantasy Workshop-3	\$3,429.50
21301	730	INDIANA LIBRARY FEDERATIO	9/9/2002	District 2 Conference-10/4/02; Daugherty, Weed, Fagen	\$87.50
21302	731	INFORMATION & RECORDS A	9/9/2002	Repair to Microfilm reader/printer-Dem	\$193.75
21303	732	INGRAM	9/9/2002	Books	\$77.69
21304	733	INSIGHT	9/9/2002	2 Switch/Cables for System Administrator Computer	\$39.97
21305	734	INSPIRATIONAL DISTRIBUTOR	9/9/2002	Books	\$206.81
21306	735	JANET MILLER	9/9/2002	Book-The Morocco Sesquicentennial Historical Collection; D	\$60.00
21307	736	JENKINS REALTORS, INC.	9/9/2002	Appraisal of Real Estate-Wheatfield	\$250.00
21308	737	KIM DELGER	9/9/2002	Mileage-Worked @ Wheatfield/staff mtg	\$5.84
21309	738	LINDA THOMPSON	9/9/2002	Mileage & Expenses-Reference Counterparts 8/28, Inspire Wrkshp 8/7	\$29.76
21310	739	LYNN DAUGHERTY	9/9/2002	Mileage-board mtg, NILBA dinner, paychecks, management mtg, ISLAC mtg. Expense	\$96.20
21311	740	LYNN DAUGHERTY	9/9/2002	Demotte Petty Cash-Postage, Craft & Supplies	\$20.53
21312	741	NANETTE SPEACHT	9/9/2002	Inspire Workshop Expense-8/6/02	\$8.22
21313	742	NIPSCO	9/9/2002	Demotte Utilities-6/18 - 8/16/02	\$3,734.87
21314	743	NORTHSTAR PUBLISHING CO	9/9/2002	Audio books	\$140.70
21315	744	OCLC	9/9/2002	Spanish books for adults	\$295.00
21316	745	OFFICEWORKS-OFFI 10059	9/9/2002	System Administrator & Tech. Services Office Equipment	\$2,695.47
21317	746	PATTY STRINGFELLOW	9/9/2002	Memorial Tree Plaque Supplies-Rens	\$17.14

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21318	747	PHILIP N. HOWARD	9/9/2002	Cleaned carpet-lounge, children's play area, AV section, story time room, front of circ. Desk-Dem	\$75.00
21319	748	PLATINUM PLUS FOR BUSINE	9/9/2002	Contact paper, eBay fees, printer network card, AV & book	\$498.32
21320	749	POSTMASTER GENERAL	9/9/2002	Stamps;2,000-.34, 200-.50, 100-\$1, 200-.05, 100-.04, 200-.02, 200-.03	\$904.00
21321	750	QUILL	9/9/2002	index cards, constr. Paper, labels, pens, ruled pads, corr. Ribbon, ink cartridges	\$213.58
21322	751	RECORDED BOOKS, LLC	9/9/2002	Audio books, CD album ring binders	\$631.80
21323	752	REGENT BOOK CO., INC.	9/9/2002	Traditional Home Aug/Sept	\$11.54
21324	753	RELIABLE EXTERMINATORS, I	9/9/2002	Quarterly service-Ren	\$150.00
21325	754	RELIABLE CORPORATION	9/9/2002	toner cartridges, corr. fluid, 3 x 3 notes	\$165.68
21326	755	RENS./REMINGTON CHAMBER	9/9/2002	Chamber Luncheon- 9/11/02;Stringfellow	\$6.00
21327	756	RENSSELAER REPUBLICAN	9/9/2002	Notice to Taxpayers-8/15 & 8/22/02	\$432.16
21328	757	SECURITY COURIERS CORP.	9/9/2002	4 weeks courier service between the branches	\$986.12
21329	758	SOURCEBOOKS, INC.	9/9/2002	Social security & Teen Rights	\$35.47
21330	759	SPRINT YELLOW PAGES	9/9/2002	Directory Yellow Pages-Quarterly Payment	\$212.25
21331	760	TOWN OF DEMOTTE	9/9/2002	Sewer Service July '02-Demotte	\$62.70
21332	761	TOWN OF WHEATFIELD SEW	9/9/2002	September Sewer Service- Wheatfield	\$41.05
21333	762	UNIQUE MANAGEMENT SERVI	9/9/2002	Initial Placements July '02	\$66.00
21334	763	VISTA INC.	9/9/2002	Janitorial bulbs	\$47.50
21335	764	WAL-MART COMMUNITY BRC	9/9/2002	Videos, DVD's, adult & children supplies, light bulb, clorox wipes	\$1,855.69
21336	765	METROPOLITAN EDUCATIONA	9/9/2002	Encyclopedia Set-R	\$1,224.00
Total Amount of Claims					\$30,338.70

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, September 03, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$30,338.70

Date this 9th day of September, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OCT.

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Monday, October 14, 2002 7:00 PM
Rensselaer Library**

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Policy revisions (Computer Use, Reference, Internet Use) (R 9-12)
- D. Salary ordinance update (R 7)
- E. Transfer of funds (R 19, R 21)

General Business

- | | |
|--|-------------|
| A. Collections parameters (R 22) | Action |
| B. Adjusted Salary schedule for 2003 (R 17-18) | Action |
| C. Wheatfield Expansion Project update (R 21-22) | Information |
| D. DeMotte Meeting Room request (R 24) | Action |

Director's Report (R 21-R 25)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes
Jasper County Public Library Board of Trustees

September 10, 2002
Wheatfield Library

Present: Anne-Marie Egan, Mike Crawford, Mark Heinig, Sue Deardorff, Joan Floyd, Mari Anne Sayler, Tim Schultz, Lynn Daugherty, Patty Stringfellow, Diana Kooy, Diane Kros

Consent Agenda & Consent Agenda Items: Minutes of the August 12 and 26 board meetings, bills, financial reports, salary ordinance revisions, and revisions of the Public Relations and Information and Behavior policies were unanimously approved on a motion by M. Crawford, seconded by M. Heinig.

2003 Budget: The 2003 Budget was unanimously adopted on a motion by M. Heining, seconded by M. Crawford.

Wheatfield Annual Report: Diane Kros, Youth Services Specialist, noted an increase in programs for young adults, including monthly chess sessions, a summer craft program and a summer reading program. For the reading program, 43 teens signed up to read at least 4 books during the summer. Twenty-two teens accomplished their goal, with 14 of them attending the pizza party at the end of the program. Christian Haven students have begun using the library for their research as well as for leisure reading.

Diane visits the Kniman Headstart and Wheatfield Elementary 2nd graders monthly. Summer program attendance was very good. Toddler times are also well-attended.

Diana Kooy, Wheatfield Librarian, reported that circulation topped last year's almost every month this year. Diana attributes the increased circulation to the population growth and to the efficient, friendly and professional staff.

Programs which have been popular and well-attended include monthly book discussions, a Laura Ingalls Wilder program and the Internet for seniors workshops offered by a local resident. Most other programs have had only a small attendance of one to three persons. A sign language workshop series will begin this fall.

Wheatfield has added considerably to their popular AV collection (videos, cds, books on tape). They still store videos and cds behind the desk in very crowded conditions. There is no room to store these on open shelves.

Wheatfield has received more local history requests than in the past for family information and cemetery records.

The Friends recently paid for the new wallpaper in the meeting room. They also pay for prizes for programs.

The public service staff now consists of women with years of experience. This results in better service. They provided invaluable input for the draft of the building program for the Wheatfield expansion.

Diana was pleased when Channel 7-TV called for information twice the morning of the recent school bus accident. The caller said she knows that small town libraries always know what is happening or know where to find the information.

Expansion Project update: The board decided that, once the library has an option to buy the proposed piece of property, we should arrange publicity about the Feasibility Study, explaining that it will consider two options: the option to add on to our present structure on our present property, since we cannot purchase any contiguous property, and the option to build a new library on another site.

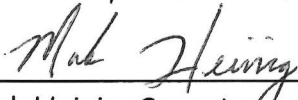
When we invite public input, we should send invitations to specific persons in the community and also make the meeting(s) open to anyone in the community who wishes to participate.

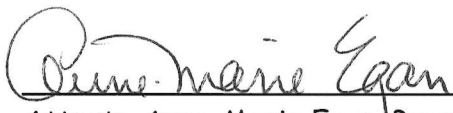
After the Feasibility Study is completed, we would announce our decision on which option to accept. At that time, we would increase our publicity efforts for the project.

Guest comments: Former fourteen-year library board member Miriam Lawyer attended the meeting and was invited to comment. She stated that she felt the Wheatfield staff was doing a wonderful job and that she felt very proud of Wheatfield's library each time she enters the library's doors.

Budget woes: The board expressed their appreciation for the staff of all three libraries, praising their understanding, noncomplaining attitude in the wake of announcements of smaller pay raises for next year and increased health insurance costs. "This is certainly not a step we wanted to take. It was very hard. We appreciate the staff's response and their loyalty."

Adjournment: The board adjourned at 8:15 PM on a motion by M. Crawford, seconded by S. Deardorff.


Mark Heinig, Secretary


Attest: Anne-Marie Egan, President

September 2002

[illegible]

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CIRCULATION BY HOLDINGS CODE

September 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	26			26
Award Winner JFIC (DAJFIC)	10	1		11
Award Winner JNF (DAJNF)	7			7
Award Winner JPFIC (DAJBPF)				0
Award Winner YAFIC (DAYAF)	5			5
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	47	4		51
Books on CD (DBKCD)	45	3	4	52
Books on Tape (DBKT)	148	7		155
Compact Disc (DCD)	248	7	7	262
DVD	247	1	2	250
Equipment (DEQP)	3			3
See librarian (DERR)				0
Express Book (DEXP)	37			37
Fiction (DFIC)	1334	62	29	1425
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	192			192
Juv. Biography (DJBIO)	42			42
Juv. Book on CD (DJBKCD)	3			3
Juv. Book on Tape (DJBKT)	72		1	73
Juv. Compact Disc (DJCD)	17			17
Juvenile Easy (DJE)	1177	3	3	1183
Juv. Easy Reader (DJER)	208		2	210
Juv. Fiction (DJFIC)	271	5	6	282
Juv. Holiday books (DJHOL)	6			6
Juv. Magazine (DJMAG)	106			106
Juv. Music Cassette (DJMC)	4			4
Juv. Nonfiction (DJNF)	590	4	4	598
Juv. Nonfic Text Bk (DJNFTB)	6			6
Juv. Paperback fic (DJPBF)	268		4	272
Juv. Reference (DJREF)	1			1
Large Print Fiction (DLPF)	92	2		94
Large Print Nonfic (DLPNF)	2			2
Magazine (DMAG)	751		7	758
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1081	35	17	1133
Nonfiction VHS (DNFVHS)	49	3		52
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	17		2	19
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)	2			2
Spanish Collection (DSPA)	4			4
Software (DSWAR)	163	2	1	166
Vertical File (DVF)	33			33
VHS	741	10	1	752

YA Biography (DYAB)	1			1
YA Books on CD (DYABKCD)	6			6
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	23	1		24
YA Nonfiction (DYANF)	20	1		21
YA Paperback Fic (DYAPBF)	90		2	92
Award Winner JBIO (RAJBIO)		2		2
Award Winner JE (RAJE)	1			1
Award Winner JFIC (RAJFIC)		8		8
Award Winner JNF (RAJNF)		1		1
Award Winner JPFIC (RAJPBF)		1		1
Award Winner YAFIC (RAYAF)		2		2
Award Winner YAPFIC (RAYPBF)		2		2
Biography (RBIO)	2	53	3	58
Books on CD (RBKCD)		63	3	66
Books on Tape (RBKT)	8	198	2	208
Compact Disc (RCD)	2	223	6	231
DVD	1	510		511
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		91		91
Fiction (RFIC)	31	1328	21	1380
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		2		2
Internet (RINTER)		495		495
Juv. Biography (RJBIO)	1	16		17
Juv. Book on CD (RJBKCD)		1		1
Juv. Book on Tape (RJBKT)		40		40
Juv. Compact Disc (RJCD)		9		9
Juvenile Easy (RJE)	6	1537	10	1553
Juv. Easy Reader (RJER)	1	178		179
Juv. Fiction (RJFIC)	6	325	7	338
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		26		26
Juv. Music Cassette (RJMC)		7		7
Juv. Nonfiction (RJNF)	14	858	4	876
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	6	294	1	301
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	8	29		37
Large Print Nonfic (RLPNF)		1		1
Magazine (RMAG)		267	1	268
Music Cassette (RMCAS)				0
Nonfiction (RNFIC)	43	802	21	866
Nonfiction VHS (RNFVHS)	4	67		71
Professional Coll. (RPRO)	1			1
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		4		4
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	2	38		40
Software (RSWAR)	1	122		123
Vertical File (RVF)		10		10

VHS	4	1383	1	1388
YA Biography (RYAB)		3		3
YA Books on CD (RYABKCD)				
YA Books on Tape (RYABKT)		7		7
YA Fiction (RYAF)	1	117		118
YA Nonfiction (RYANF)	1	61	1	63
YA Paperback Fic (RYAPBF)	3	91		94
Award Winner JBIO (WAJBIO)			3	3
Award Winner JE (WAJE)			7	7
Award Winner JFIC (WAJFIC)				0
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAPBF)			1	1
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)		4	29	33
Books on CD (WBKCD)			18	18
Books on Tape (WBKT)	4	4	60	68
Compact Disc (WCD)	9	10	152	171
DVD			184	184
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			1	1
Fiction (WFIC)	47	39	572	658
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			160	160
Juv. Biography (WJBIO)	1		16	17
Juv. Book on CD (WJBKCD)				0
Juv. Book on Tape (WJBKT)			24	24
Juv. Compact Disc (WJCD)		1	1	2
Juvenile Easy (WJE)	1	2	501	504
Juv. Easy Reader (WJER)		1	121	122
Juv. Fiction (WJFIC)		5	137	142
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			46	46
Juv. Music Cassette (WJMC)		1	4	5
Juv. Nonfiction (WJNF)	4	6	315	325
Juv. Nonfic Text Bk (WJNFTB)				0
Juv. Paperback fic (WJPBF)	3		79	82
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)		3	22	25
Large Print Nonfic (WLPNF)		1	6	7
Magazine (WMAG)	9		248	257
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	24	14	404	442
Nonfiction VHS (WNFVHS)	1		29	30
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			14	14
Software (WSWAR)		5	52	57

Vertical File (WVF)			3	3
VHS	1	4	543	548
YA Biography (WYAB)				0
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)	2	2	22	26
YA Nonfiction (WYANF)	3		14	17
YA Paperback Fic (WYAPBF)	4	1	35	40
TOTAL	8455	9526	3996	21977

CIRCULATION BY HOLDINGS CODE
September 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	2	3	5
Award Winner JE (AJE)	27	0	7	34
Award Winner JFIC (AJF)	10	9	0	19
Award Winner JNF (AJNF)	7	1	0	8
Award Winner JPFIC (AJPF)	0	1	1	2
Award Winner YAFIC (AYAF)	5	2	0	7
Award Winner YAPFIC (YAYPBF)	0	2	0	2
Biography (BIO)	49	61	32	142
Books on CD (BKCD)	45	66	25	136
Books on Tape (BKT)	160	216	62	438
Compact Disc (CD)	259	240	165	664
DVD	248	511	186	945
Equipment (EQP)	3	0	0	3
See librarian (ERR)	0	0	0	0
Express Book (EXP)	37	91	1	129
Fiction (FIC)	1412	1429	622	3463
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	2	0	2
Internet (INTR)	192	495	160	847
Juv. Biography (JBIO)	44	16	16	76
Juv. Book on CD (JBKD)	3	1	0	4
Juv. Book on Tape (JBKT)	72	40	25	137
Juv. Compact Disc (JCD)	17	10	1	28
Juvenile Easy (JE)	1184	1542	514	3240
Juv. Easy Reader (JER)	209	179	123	511
Juv. Fiction (JFIC)	277	335	150	762
Juv. Holiday (JHOL)	6	0	0	6
Juv. Magazine (JMAG)	106	26	46	178
Juv. Music Cassette (JMC)	4	8	4	16
Juv. Nonfiction (JNF)	608	868	323	1799
Juv. Nonfic Text Bk (JNFT)	6	0	0	6
Juv. Paperback fic (JPBF)	277	294	84	655
Juv. Reference (JREF)	1	0	0	1
Large Print Fiction (LPF)	100	34	22	156
Large Print Nonfic (LPNF)	2	2	6	10
Magazine (MAG)	760	267	256	1283
Music Cassette (MCAS)	0	0	0	0
Nonfiction (NFIC)	1148	851	442	2441
Nonfiction VHS (NFVH)	54	70	29	153
Professional Coll. (PROF)	1	0	0	1

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	17	4	2	23
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	76	109	27	212
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	6	38	14	58
Software (SWAR)	164	129	53	346
Vertical File (VF)	61	10	3	74
VHS	746	1397	545	2688
YA Biography (YAB)	1	3	0	4
YA Books on CD (YABKCD)	6	0	0	6
YA Books on Tape (YABKT)	0	7	0	7
YA Fiction (YAF)	26	120	22	168
YA Nonfiction (YANF)	24	62	15	101
YA Paperback Fic (YAPBF)	97	92	37	226
				0
Free reads	205	518	190	913
Puzzles			4	4
Talking books				0
Assignment Shelf Books				0
TOTAL	8762	10160	4217	23139

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1754	2072	835	4661
Nonfiction	1282	1061	521	2864
CHILDREN'S BOOKS				
Fiction	1984	2360	879	5223
Nonfiction	689	891	344	1924
YA BOOKS				
Fiction	128	216	59	403
Nonfiction	25	65	15	105
Magazines, Adult	760	267	256	1283
Magazines, Children	106	26	46	178
Games, Toys	0	2	4	6
Internet use	192	495	160	847
Sound Recordings, adult	470	529	252	1251
Sound Recordings, ch	96	59	30	185
Online databases	0	0	0	0
Software	164	129	53	346
Vertical file	61	10	3	74
VHS/DVD	1048	1978	760	3786
Equipment	3	0	0	3
Total	8762	10160	4217	23139

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

September 2002

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	109	24	181	39	155	34	445	96
LOCAL HISTORY								
In person	4	1	8	2		0	12	3
Letters written	1	1	5	5		0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	16	1	113	9	34	3	163	14
VCR Use	2	0	1	0		0	3	0
Microforms	5	1	53	7		0	58	8
CD ROM/Online databases	99	8	203	17	10	1	312	26
Typewriter use	3	0	2	0		0	5	0
Other equipment used	3	1		0		0	3	1
Tax Forms distributed		0	1	0		0	1	0
OTHER LIBRARY SERVICES USED								
Walking book visits	3	2	18	12		0	21	14
Notarized documents	2	1		0		0	2	1
Meeting Room Use (no. of groups)	39	13	22	7	19	6	80	27
Study room use	16	1	41	3		0	57	5
INTERLIBRARY LOANS								
Requests made for:	72	18	106	27	35	9	213	53
Items rec'd for:	76	38	109	55	27	14	212	106
Items requested by other libraries			1				1	
Items supplied to other libraries		0	1	1		0	1	1

REGISTRATIONS

Total Borrowers	8284	8509	3398	20191
Non-resident, paying	10	24	2	36
PLAC card users		3		3
Reciprocal borrowers	491	314	26	831

PROGRAMS

Programs for all ages	1	6	1	6		0	2	12
Children's Programs (0-13)	20	120	32	192	2	12	54	324
Number attending	322		483		32		837	
YA Programs (14-17)	1	0	1	6		0	2	12
Number attending	8		7				15	
Adult Programs	2	12	7	42	1	6	10	60
Number attending	95		117		17		229	
Senior Citizen Programs		0	2	12	1	6	3	18
Number attending	2		27		6		35	
Total Number of Programs	24	144	43	258	4	24	71	426
Total Persons Attending	427		634		55		1116	
Total Attending Same Month Last Yr.	441		372		83		896	
Total Staff Hours Spent		248		442		90		786
Hours Spent Same Month last year		255		329		99		683

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6392	73.6%	6841	67.9%	3061	74.6%	16294	71.2%
Corporate	23	0.3%	170	1.7%	2	0.0%	195	0.9%
Juvenile 0-11	1132	13.0%	1330	13.2%	407	9.9%	2869	12.5%
Nonresident No Fee	86	1.0%	197	2.0%	193	4.7%	476	2.1%
Nonresident Fee		0.0%	53	0.5%	2	0.0%	55	0.2%
Reciprocal	415	4.8%	247	2.4%		0.0%	662	2.9%
School	14	0.2%	70	0.7%		0.0%	84	0.4%
St. Joseph College		0.0%	399	4.0%		0.0%	399	1.7%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	375	4.3%	506	5.0%	290	7.1%	1171	5.1%
YA 12-17	253	2.9%	269	2.7%	150	3.7%	672	2.9%
Total	8690		10082		4105		22877	
 All items borrowed by nonresidents	 515	 5.9%	 966	 9.6%	 195	 4.8%	 1676	 7.3%

Salary Ordinance 2002

Name	Classification	Present Hrly Wage	Hrs Library Worked		Start Date	Raise Date(s)	Step
Broholm, Melanie	Page	5.75/5.85	8	W	9/2/2002	12/16/02	1a,b
Chalik, Jacob	Page	5.75/5.85	8	W	9/2/2002	12/16/02	1a,b
Smith, Megan	Page	\$5.75	10	R	8/20/2002	Res. 9/22/02	1a
Kaluf, Jean	Lib. Asst I	\$8.32	12	D	10/7/2002	1/1/04	3
Cavinder, Rachael	Lib. Asst II	\$10.75	24	D	9/93,6/00		6

Last month, I mistakenly asked you to approve Jacob Chalik and Melanie Broholm as new Wheatfield pages at a salary of \$5.85 per hour. They will start at \$5.75 and receive a raise to \$5.85 December 16, after 3 month service.

Megan Smith resigned as Rensselaer page. She will be replaced by Kimberly Roberts, a junior at St. Joseph's College, who will be a St. Joe work/study student at a salary of \$5.75 per hour, for 10 hours per week. The college will pay 75% of her salary and we will pay 25%.

Jean Kaluf has been hired to share Rachael Cavinder's position as Youth Services Assistant. Rachael will drop from 36 hours per week to 24 hours per week. Jean comes to us with 5 years experience as an assistant in a preschool, which is the reason she is not starting in Step 1.

We have examined and approved the changes in the salary ordinance. Dated October 14, 2002.

Mike Fleming II

Quinn Marie Egan

Chris J. Caputo

Susan Deardorff

Mari Anne Sayler

Timothy M. Schultz

Jean G. Floyd

MEMORANDUM

Policies for Review, October 2002: Computer Use, Reference, Internet Use

Summary: The Policy Committee advises that the Computer Use and Reference Policies be approved as previously written. They approve the attached rewrite of the Internet Use Policy.

Discussion: The policy adds language addressing children's use of the Internet to meet requirements of federal legislation. A special section on staff use of the Internet and other workplace technology was added. Other changes are for the purpose of making the policy more readable. (See R 10-12)

Vote: To approve the Computer Use and Reference policies without changes, and to approve changes in the Internet Use Policy as recommended by the Policy Committee.

Internet Use Policy

Jasper County Public Library (JCPL) Internet workstations provide patrons with free, open and equal access to a wealth of ideas and information available on websites around the world.

These websites contain a wide variety of material and opinions. Some contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

JCPL staff will identify on its homepage selected, particularly useful, websites. They stand ready to guide patrons in finding reliable information on the Internet. JCPL has no control over material residing on the Internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

Privacy/confidentiality: The library cannot guarantee the confidentiality of personal information transmitted over the Internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the Internet. Parents should instruct their children NEVER to give out personal information (name, address, phone number) online.

Children and the Internet: Minor children ages 10 to 18 must have parental permission to use Internet workstations. Children under the age of 10 may use Internet workstations only when accompanied by a parent or guardian. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be savvy Internet users and monitor their children's use of the Internet. The Library staff cannot determine what a parent will consider appropriate for his/her child.

The KIDS CAT gives children access to specially selected Internet websites oriented to children's needs. Research computers give access through the Internet to INSPIRE and other online databases. Both KIDS CAT and research computers are accessible to all patrons. Parental consent is not required for minors.

Rules for Usage: JCPL has the right to set and enforce rules concerning the use of the Internet and to change those rules at any time, without notice. The user is expected to abide by the following rules:

1. JCPL's public Internet workstations may not be used to access chatrooms or instant messaging. Web-based E-mail is allowable.
2. Some material on the Internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet for illegal purposes
 - use of the Internet to send or display sexually explicit or sexually suggestive materials
 - use of the Internet for solicitation, advertisement, or any other commercial purposes
 - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
 - activities that could interfere with or disrupt computer users, services, or equipment
3. All communications and information accessible via the Internet should be assumed to be private property. Copyright restrictions and licensing agreements may not be violated.
4. The Library does not use Internet filtering software. However, because the library is a public place, staff has the authority to end an Internet session when the Internet Use Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice or hearing, for violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use Policy.
6. Use of the Internet by both patrons and staff may be monitored.
7. The Library reserves the right to limit the amount of time users may spend online.

In consideration for the privilege of using JCPL's Internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

2/96; revised 2/97; 6/97; 6/98; 11/98; 5/00; 9/01; draft 9/02

Internet Use Policy (for employees)

The Internet Use Policy, as stated above, applies to both patrons and employees. The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

Employees violating library policy with regard to use of workplace technology will be disciplined.

Draft 9/02

SUCCESS OF STAFF IN ANSWERING PATRON REFERENCE QUESTIONS Two days in April, May, and June 2001 compared to two days in April, May, and June 2002

A Reference Questions Completed

DeMotte:	2001: 181	2002: 149		A
Rensselaer:	2001: 121	2002: 122		
Wheatfield:	2001: 53	2002: 59	Total: 2001: 385	2002: 330

B Reference Questions Redirected

B1 Intralibrary loan			Subtotal: 2001: 33	2002: 11
DeMotte:	2001: 20	2002: 0		
Rensselaer:	2001: 7	2002: 9		
Wheatfield:	2001: 6	2002: 2		
B2 Reserved			Subtotal: 2001: 69	2002: 36
DeMotte:	2001: 55	2002: 27		
Rensselaer:	2001: 10	2002: 3		
Wheatfield:	2001: 4	2002: 6		
B3 Interlibrary loan			Subtotal: 2001: 8	2002: 15
DeMotte:	2001: 3	2002: 7		
Rensselaer:	2001: 4	2002: 4		
Wheatfield:	2001: 1	2002: 4		
B4 Referred to other agency			Subtotal: 2001: 11	2002: 2
DeMotte:	2001: 4	2002: 0		
Rensselaer:	2001: 6	2002: 1		B
Wheatfield:	2001: 1	2002: 1	Total: 2001: 121	2002: 64

C Reference Transactions Not Completed

C1 Material owned, but not available			Subtotal: 2001: 13	2002: 16
DeMotte:	2001: 10	2002: 3		
Rensselaer:	2001: 1	2002: 1		
Wheatfield:	2001: 2	2002: 12		
C2 Material not owned			Subtotal: 2001: 17	2002: 14
DeMotte:	2001: 10	2002: 6		
Rensselaer:	2001: 2	2002: 2		
Wheatfield:	2001: 5	2002: 6		
C3 Staff time not available			Subtotal: 2001: 0	2002: 1
DeMotte:	2001: 0	2002: 0		
Rensselaer:	2001: 0	2002: 1		
Wheatfield:	2001: 0	2002: 0		
C4 Other(e.g. Patron's time constraints)			Subtotal: 2001: 0	2002: 0
			Total: (2001: 30)	C 2002: 31

D Directional Questions

DeMotte:	2001: 188	2002: 105		D
Rensselaer:	2001: 258	2002: 179		
Wheatfield:	2001: 197	2002: 174	Total: 2001: 643	2002: 458

Copies:	DeMotte	2001: 83	2002: 23	
	Rensselaer	2001: 16	2002: 310	
	Wheatfield	2001: 153	2002: 83	Total 2001: 252 2002: 416

JASPER COUNTY PUBLIC LIBRARY REFERENCE ACTIVITY REPORT

July through September 2002--
6 sample days

	DeMotte	Rensselaer	Wheatfield	TOTAL
REFERENCE QUESTIONS				
Telephone: Directional	97	129	65	291
Telephone: Reference	75	57	10	142
In-person: Directional	103	191	124	418
In-person: Reference	134	111	56	301
Total	409	488	255	1152
COPIES MADE FOR PATRONS	15	4	21	40

Monthly Equivalent for July through September 2002

REFERENCE QUESTIONS				
Telephone: Directional	404	538	271	1213
Telephone: Reference	313	238	42	592
In-person: Directional	429	796	517	1742
In-person: Reference	558	463	233	1254
Total	1704	2033	1063	4800
COPIES MADE FOR PATRONS	63	17	88	167

Monthly Equivalent for July through September 2001

REFERENCE QUESTIONS				
Telephone: Directional	325	617	179	1121
Telephone: Reference	254	200	54	508
In-person: Directional	288	754	667	1709
In-person: Reference	446	463	204	1113
Total	1313	2034	1104	4451
COPIES MADE FOR PATRONS	17	0	154	171

MEMORANDUM

Salary Schedule for 2003

Summary: When you approved the budget, you approved substituting raises of 4% for 2003, rather than utilizing the present Salary Schedule for 2003. I have revised the 2003 Salary Schedule accordingly and would like approval of the adjusted Salary Schedule and of two related adjustments to the Salary Schedule which I did not previously explain to you.

Discussion: If you look at the salary schedules for 2001-2005 found in your Personnel Policy (pgs 114-115 in your Board Notebook), you will see that every annual salary step, including the beginning salaries, goes up 25 cents each year. By raising our beginning salaries each year, we eliminate the need to suddenly adjust our salaries upward to match what other businesses are offering for similar work. You will also notice that each annual step in a classification pays 50 cents more than the previous step.

Each year, every employee with a satisfactory work evaluation moves up one step. Therefore, they receive an additional 75 cents per hour. (Example: In your board notebook, p. 114a, look at the 2002 Janitor Maintenance salary for Step 4 (\$10.75). In 2003, the person who made \$10.75 in step 4 would move to Step 5 and make \$11.50. If you look at R 19, the adjusted 2003 schedule, you will see that the employee will now make \$11.18 in step 5. That is the 4% increase.

If you approve the adjusted Salary Schedule for 2003, it will mean that beginning salaries in 2003 will be the same as in 2002. In other words, new clerks, library assistants, etc. would receive the same beginning salary in 2003 as new employees did in 2002.

If we do not raise all salary steps by 25 cents, long time staff who have worked through the top step in their salary classification and are now eligible only for longevity increases will receive just 25 cents per hour longevity raises as stated in the Personnel Policy. In the past, they have received 25 cents per hour because every step was raised 25 cents when the beginning salaries were raised 25 cents, and they received another 25 cents for longevity.

Vote: To approve the adjusted 2003 Salary Schedule which

- Raises annual salaries by 4% or 75 cents per hour, whichever is less
- Eliminates increases in beginning salaries
- Limits longevity raises to 25 cents per hour

with the understanding that the salary schedules for future years will be determined in April 2003 when the Personnel Policy is reviewed/ revised.

Salary Schedule 2003--adjusted 10/02

Classification	Step 1	(3 mos)	(6 mos)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Page	\$5.75	\$5.85	\$5.95	\$6.05	\$6.35	\$6.65	\$6.95						
Clerk	\$7.00	\$7.10	\$7.25	\$7.40	\$7.80	\$8.32	\$8.84	\$9.36					
Library Assistant I	\$7.50	\$7.60	\$7.70	\$7.80	\$8.32	\$8.84	\$9.36	\$9.88	\$10.40				
Library Assistant II	\$8.25	\$8.25	\$8.25	\$8.58	\$9.10	\$9.62	\$10.14	\$10.66	\$11.18	\$11.70	\$12.22	\$12.74	\$13.26
Assistant Bookkeeper	\$8.25	\$8.25	\$8.25	\$8.58	\$9.10	\$9.62	\$10.14	\$10.66	\$11.18	\$11.70	\$12.22	\$12.74	\$13.26
Library Specialist I	\$9.05	\$9.05	\$9.05	\$9.41	\$9.93	\$10.45	\$10.97	\$11.49	\$12.01	\$12.53	\$13.05	\$13.57	\$14.09
Library Specialist II	\$9.75	\$9.75	\$9.75	\$10.14	\$10.66	\$11.18	\$11.70	\$12.22	\$12.74	\$13.26	\$13.78	\$14.30	\$14.82
Library Specialist III	\$10.45	\$10.45	\$10.45	\$10.87	\$11.39	\$11.91	\$12.43	\$12.95	\$13.47	\$13.99	\$14.51	\$15.03	\$15.55
Business Manager	\$10.00	\$10.00	\$10.00	\$10.40	\$10.92	\$11.44	\$11.96	\$12.48	\$13.00	\$13.52	\$14.04	\$14.56	\$15.08
Librarian I	\$12.25	\$12.25	\$12.25	\$12.74	\$13.26	\$13.78	\$14.30	\$14.82	\$15.34	\$15.86	\$16.38	\$16.90	\$17.42
Librarian 2	\$13.00	\$13.00	\$13.00	\$13.52	\$14.04	\$14.56	\$15.08	\$15.60	\$16.12	\$16.64	\$17.16	\$17.68	\$18.20
Librarian 3	\$14.50	\$14.50	\$14.50	\$15.08	\$15.60	\$16.12	\$16.64	\$17.16	\$17.68	\$18.20	\$18.72	\$19.24	\$19.75
Systems Administrator	\$14.50	\$14.50	\$14.50	\$15.08	\$15.60	\$16.12	\$16.64	\$17.16	\$17.68	\$18.20	\$18.72	\$19.24	\$19.75
Janitor	\$8.50	\$8.50	\$8.50	\$8.84	\$9.36	\$9.88	\$10.40	\$10.92	\$11.44				
Janitor Maintenance	\$9.25	\$9.25	\$9.25	\$9.62	\$10.14	\$10.66	\$11.18	\$11.70	\$12.22	\$12.74	\$13.26	\$13.78	\$14.30

Salary Schedule 2004

Classification	Step 1	(3 mos)	(6 mos)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Page	\$5.75	\$5.85	\$5.95	\$6.05	\$6.35	\$6.65	\$6.95						
Clerk	\$7.25	\$7.35	\$7.50	\$7.75	\$8.25	\$8.75	\$9.25	\$9.65					
Library Assistant I	\$7.75	\$7.85	\$8.00	\$8.25	\$8.75	\$9.25	\$9.75	\$10.25	\$10.75				
Library Assistant II	\$8.50	\$8.50	\$8.50	\$9.00	\$9.50	\$10.00	\$10.50	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50
Assistant Bookkeeper	\$8.50	\$8.50	\$8.50	\$9.00	\$9.50	\$10.00	\$10.50	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50
Library Specialist I	\$9.30	\$9.30	\$9.30	\$9.80	\$10.30	\$10.80	\$11.30	\$11.80	\$12.30	\$12.80	\$13.30	\$13.80	\$14.30
Library Specialist II	\$10.00	\$10.00	\$10.00	\$10.50	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00
Library Specialist III	\$10.70	\$10.70	\$10.70	\$11.20	\$11.70	\$12.20	\$12.70	\$13.20	\$13.70	\$14.20	\$14.70	\$15.20	\$15.70
Business Manager	\$10.25	\$10.25	\$10.25	\$10.75	\$11.25	\$11.75	\$12.25	\$12.75	\$13.25	\$13.75	\$14.25	\$14.75	\$15.25
Librarian I	\$12.50	\$12.50	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50
Librarian 2	\$13.25	\$13.25	\$13.25	\$13.75	\$14.25	\$14.75	\$15.25	\$15.75	\$16.25	\$16.75	\$17.25	\$17.75	\$18.25
Librarian 3	\$14.75	\$14.75	\$14.75	\$15.25	\$15.75	\$16.25	\$16.75	\$17.25	\$17.75	\$18.25	\$18.75	\$19.25	\$19.75
Systems Administrator	\$14.75	\$14.75	\$14.75	\$15.25	\$15.75	\$16.25	\$16.75	\$17.25	\$17.75	\$18.25	\$18.75	\$19.25	\$19.75
Janitor	\$8.75	\$8.75	\$8.75	\$9.25	\$9.75	\$10.25	\$10.75	\$11.25	\$11.75				
Janitor Maintenance	\$9.50	\$9.50	\$9.50	\$10.00	\$10.50	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50

RESOLUTION

October 14, 2002

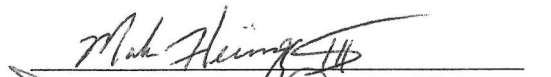
Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

	Added Amount Appropriated		Amount Reduced
3.14 Other professional services	\$5,000	3.98 Maintenance & Service Contracts	\$5,000
TOTAL	\$5,000		\$5,000



 Mari Anne Sayler
 Timothy M. Schultz

Anne-Marie Egan
 Susan Deardorff
 Joan C. Floyd

JCPL FINANCIAL STATEMENT

September 30, 2002

	<u>Beginning 2002 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$629,140.15	\$104,806.01	\$1,126,233.63	\$3,962.51	\$893,763.82	\$396,670.34
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$25.00	\$25.00	\$50.00	\$25.00
Gift Fund	\$3,572.06	\$295.00	\$6,419.00	\$10.00	\$4,539.25	\$1,692.31
DeMotte	\$479.94	\$0.00	\$3,007.91	\$0.00	\$2,784.61	\$256.64
Rensselaer	\$2,252.64	\$295.00	\$2,490.65	\$10.00	\$1,573.64	\$1,335.63
Wheatfield	\$839.48	\$0.00	\$920.44	\$0.00	\$181.00	\$100.04
Library Improvement Reserve Fund	\$47,593.91	\$0.00	\$0.00	\$66.99	\$567.65	\$48,161.56
Bond & Interest Redemption Fund	\$110,881.49	\$0.00	\$61,097.50	\$0.00	\$178,137.76	\$227,921.75
Includes Investments of:						
Capital Projects Fund	\$231,687.24	\$0.00	\$2,166.24	\$627.42	\$93,564.18	\$323,085.18
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$797.93	\$0.00	\$706.18	(\$91.75)
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$4,869.19	\$45,934.91	\$4,869.19	\$45,934.91	\$0.00
FICA Tax Collected	\$0.00	\$4,528.15	\$41,945.86	\$4,528.15	\$41,945.86	\$0.00
State Tax Collected	\$1,844.37	\$2,082.60	\$17,891.83	\$1,912.25	\$17,959.71	\$1,912.25
County Tax Collected	\$507.51	\$581.88	\$4,978.80	\$534.34	\$5,005.63	\$534.34
Deferred Comp.	\$0.00	\$4,301.08	\$34,754.39	\$4,301.08	\$34,754.39	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,947.64	\$27,271.64	\$2,947.64	\$27,271.64	\$0.00
Employee Health/Life Insur.	\$0.00	\$17.80	\$165.20	\$17.80	\$165.20	\$0.00
Employee P.E.R.F.	\$5,086.23	\$0.00	\$17,396.40	\$2,167.84	\$18,961.56	\$6,651.39
Credit Union	\$0.00	\$350.00	\$3,150.00	\$350.00	\$3,150.00	\$0.00
TOTAL ALL FUNDS.....	\$1,030,522.96	\$124,779.35	\$1,390,228.33	\$26,320.21	\$1,366,477.74	\$1,006,772.37

Bank Balances
Jasper County Public Library
Report as of: 9/30/2002

<i>Bank</i>		
1	Peoples State Bank	\$952,384.13
2	Demotte State Bank	\$6,016.68
3	Lafayette Bank & Trust-LIRF	\$48,161.56
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$1,006,772.37</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/5/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$10,966.50	PFEEP - Prec. Control A/P#57, Pd 1/14
3/5/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$39,879.00	PFEEP - Area Sheet Metal A/P#20, Pd 1/14
5/13/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,350.00	Repairs to light pole-Herrman & Goetz-A/P#368
5/13/2002	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$45.96	John Rush-found lost book refund;A/P#378
6/17/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$1,599.60	COBRA Reimbursement-Filson Jan-Jun '02
7/8/2002	100 OPERATING FUND	3.22 POSTAGE	\$60.36	UPS charges for A/R #247 Okidata Printer & A/R #252 Alpha Server
7/8/2002	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$4,000.00	Transfer per Board Approval-Security camera & fencing-Dem
7/8/2002	100 OPERATING FUND	3.94 TRANSFER TO LIRF	(\$4,000.00)	Transfer per Board Approval-Security camera & fencing-Dem
7/15/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,218.50	PFEEP-Prec. Control A/P #476, Pd 6/10
7/22/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$232.20	COBRA Reimbursement-Filson, July 02.
7/29/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$4,431.00	PFEEP-Area Sheet Metal A/P#522, Pd 7/8
8/20/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$34.40	COBRA Reimbursement-Filson July '02 Balance
8/29/2002	100 OPERATING FUND	3.22 POSTAGE	\$8.62	UPS charges for A/R #350 DEC Server

Appropriation Report for

100 OPERATING FUND

Jasper County Public Library

Report Date: From 9/1/2002 To 9/30/2002

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.1 SALARIES AND WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
1.11 SALARY OF LIBRARIAN	\$48,776.00	\$0.00	\$48,776.00	\$4,064.66	\$36,516.94	\$12,259.06	74.9
1.12 SALARY OF ASSISTANTS	\$672,085.00	\$0.00	\$672,085.00	\$54,768.19	\$508,599.33	\$163,485.67	75.7
1.13 WAGES OF JANITORS	\$44,317.00	\$0.00	\$44,317.00	\$3,306.13	\$30,463.49	\$13,853.51	68.7
1.21 EMPLOYER'S SHARE-FICA	\$58,446.00	\$0.00	\$58,446.00	\$4,528.15	\$41,945.86	\$16,500.14	71.8
1.22 UNEMPLOYMENT COMPENSATION	\$513.00	\$0.00	\$513.00	\$0.00	\$1,431.29	(\$918.29)	279.0
1.23 EMPLOYER'S CONTRIB.- PERF	\$37,372.00	\$0.00	\$37,372.00	\$0.00	\$26,408.55	\$10,963.45	70.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$34,848.00	\$1,866.20	\$36,714.20	\$3,273.41	\$31,315.24	\$5,398.96	85.3
1.31 OTHER PERSONAL SERVICES	\$750.00	\$0.00	\$750.00	\$0.00	\$387.25	\$362.75	51.6
Subtotal	\$897,107.00	\$1,866.20	\$898,973.20	\$69,940.54	\$677,067.95	\$221,905.25	75.3
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$20.84	\$94.91	\$655.09	12.7
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$352.95	\$97.05	78.4
2.13 OTHER OFFICE SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$334.04	\$6,561.74	(\$61.74)	100.9
2.21 CLEANING & SANITATION SUPPLIES	\$4,200.00	\$0.00	\$4,200.00	\$63.30	\$2,735.33	\$1,464.67	65.1
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$77.22	\$1,441.76	\$2,558.24	36.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$58.50	\$651.66	\$548.34	54.3
2.32 PAINT AND PAINTING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$238.50	\$161.50	59.6
2.41 LIBRARY SUPPLIES	\$12,615.00	\$0.00	\$12,615.00	\$1,498.37	\$8,125.28	\$4,489.72	64.4
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$67.68	\$82.32	45.1
Subtotal	\$30,275.00		\$30,275.00	\$2,052.27	\$20,269.81	\$10,005.19	67.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charge</i>							
3.12 ENGINEERING & ARCH. SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$2,212.50	\$7,787.50	22.1
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$799.83	\$7,659.72	(\$1,659.72)	127.7
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$457.19	\$3,968.73	\$3,031.27	56.7
3.22 POSTAGE	\$5,000.00	\$68.98	\$5,068.98	\$917.73	\$3,945.58	\$1,123.40	77.8
3.23 MILEAGE	\$8,000.00	\$0.00	\$8,000.00	\$165.37	\$5,986.98	\$2,013.02	74.8
3.24 PROFESSIONAL MEETINGS	\$9,000.00	\$0.00	\$9,000.00	\$254.65	\$6,890.87	\$2,109.13	76.6
3.25 FREIGHT	\$3,400.00	\$0.00	\$3,400.00	\$203.41	\$2,073.49	\$1,326.51	61.0
3.26 NETWORKING	\$5,500.00	\$0.00	\$5,500.00	\$450.00	\$7,610.99	(\$2,110.99)	138.4
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$432.16	\$1,330.32	\$169.68	88.7
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$354.51	\$195.49	64.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$100.00	\$100.00	50.0
3.42 OTHER INSURANCE	\$12,500.00	\$0.00	\$12,500.00	\$0.00	\$17,432.50	(\$4,932.50)	139.5
3.51 GAS	\$36,000.00	\$0.00	\$36,000.00	\$210.67	\$12,107.05	\$23,892.95	33.6
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$7,347.63	\$32,666.83	\$13,333.17	71.0
3.53 WATER	\$950.00	\$0.00	\$950.00	\$59.85	\$711.90	\$238.10	74.9
3.54 WASTE DISPOSAL SERVICES	\$2,365.00	\$0.00	\$2,365.00	\$248.30	\$1,853.58	\$511.42	78.4
3.61 BUILDING & STRUCTURES	\$46,000.00	\$57,845.00	\$103,845.00	\$1,402.00	\$88,060.19	\$15,784.81	84.8
3.62 EQUIPMENT	\$2,000.00	\$0.00	\$2,000.00	\$410.32	\$1,026.13	\$973.87	51.3
3.72 EQUIPMENT RENTALS	\$230.00	\$0.00	\$230.00	\$9.95	\$171.55	\$58.45	74.6
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$0.00	\$2,985.52	(\$385.52)	114.8
3.94 TRANSFER TO LIRF	\$50,000.00	(\$4,000.00)	\$46,000.00	\$0.00	\$0.00	\$46,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$45.96	\$145.96	\$0.00	\$85.60	\$60.36	58.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$51,872.00	\$0.00	\$51,872.00	\$1,052.12	\$42,598.00	\$9,274.00	82.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$309,087.00	\$53,959.94	\$363,046.94	\$14,421.18	\$241,832.54	\$121,214.40	66.6
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$19,685.00	\$4,000.00	\$23,685.00	\$2,735.44	\$16,707.29	\$6,977.71	70.5
4.51 BOOKS	\$145,400.00	\$0.00	\$145,400.00	\$9,411.60	\$111,270.69	\$34,129.31	76.5
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$324.16	\$18,461.15	\$5,538.85	76.9
4.53 NONPRINTED MATERIALS	\$56,350.00	\$0.00	\$56,350.00	\$5,920.82	\$40,624.20	\$15,725.80	72.1
Subtotal	\$245,435.00	\$4,000.00	\$249,435.00	\$18,392.02	\$187,063.33	\$62,371.67	75.0
Grand Total	\$1,481,904.00	\$59,826.14	\$1,541,730.14	\$104,806.01	\$1,126,233.63	\$415,496.51	73.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

*Appropriation Report for***160 CAPITAL PROJECTS FUND***Jasper County Public Library**Report Date: From 9/1/2002 To 9/30/2002*

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charge</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$8,600.00	\$0.00	\$8,600.00	\$0.00	\$0.00	\$8,600.00	0.0
Subtotal	<i>\$8,600.00</i>		\$8,600.00	\$0.00	\$0.00	\$8,600.00	0.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$17,300.00	\$0.00	\$17,300.00	\$0.00	\$0.00	\$17,300.00	0.0
4.53 NONPRINTED MATERIALS	\$4,100.00	\$0.00	\$4,100.00	\$0.00	\$2,166.24	\$1,933.76	52.8
Subtotal	<i>\$21,400.00</i>		\$21,400.00	\$0.00	\$2,166.24	\$19,233.76	10.1
Grand Total	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$2,166.24	\$27,833.76	7.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List
Jasper County Public Library

Report Date: From 9/1/2002 To 9/30/2002

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21274	703	A.M. Best Company, Inc.	9/9/2002	Continuations	\$389.85
21275	704	ACE HARDWARE	9/9/2002	Wastebasket, Mopheads, air freshener, furniture polish, dish soap, bowl cleaner	\$88.34
21276	705	ALLSOURCE TELECOM, LLC	9/9/2002	Almond Prostar Handset-R	\$115.63
21277	706	AMBER PULLINS	9/9/2002	Mileage-Worked at Wheatfield	\$8.03
21278	707	AUDIO EDITIONS	9/9/2002	Audio Books	\$233.42
21279	708	BAKER & TAYLOR	9/9/2002	Books, Continuations, AY, AV material	\$6,327.85
21280	709	BAKER & TAYLOR ENTERTAIN	9/9/2002	Videos	\$32.35
21281	710	BLACK BOOK	9/9/2002	Cars of Particular Interest Guide	\$29.00
21282	711	BOOKPAGE	9/9/2002	Annual Subscription 10/02- 09/03	\$216.00
21283	712	BROWN'S GARDEN & FLORAL	9/9/2002	Lawn Mowings; April-4, May-5	\$1,125.00
21284	713	CHARLOTTE FAGEN	9/9/2002	Library Visit Expense	\$7.45
21285	714	CULLIGAN	9/9/2002	September Cooler Rental-Wheat	\$9.95
21286	715	DEMCO	9/9/2002	Catalog Cards-1000	\$15.45
21287	716	DIANE KROS	9/9/2002	Mileage-Bank Deposits, Mini workshop, Teacher Reacher mtg.	\$27.74
21288	717	DIANE OPOLSKI	9/9/2002	Inspire Workshop Expense-8/6/02	\$7.22
21289	718	DIVISION OF ELEVATOR SAFE	9/9/2002	Elevator Inspection-Dem	\$52.00
21290	719	ELIZABETH GRAF	9/9/2002	Worked at Wheatfield-Mileage	\$16.06
21291	720	FASE'S WATER TREATMENT	9/9/2002	Redout @ Dem.	\$58.50
21292	721	GA FOODS GROUP	9/9/2002	Tree Dedication Program Supplies-Ren	\$21.33
21293	722	GALE GROUP	9/9/2002	Continuations	\$564.02
21294	723	GTI	9/9/2002	Library Labels	\$558.16
21295	724	HAINES & COMPANY, INC.	9/9/2002	North West Indiana Directories-Continuations	\$723.00
21296	725	HANK FINCKEN	9/9/2002	Johnny Appleseed Program 9/10/02-Ren	\$540.00
21297	726	HERITAGE OFFICE PRODUCT	9/9/2002	Copier Drum-R, Laminate Pouches-D, UPS Charges	\$135.55
21298	727	HPAJC	9/9/2002	Indiana Historic Sites & Structures Inventory	\$24.00
21299	728	HRS USA	9/9/2002	Video Tapes	\$4.99
21300	729	INCOLSA	9/9/2002	Dictionary of Art Online, Contemporary Lit. Crit., Exploring Children's Fantasy Workshop-3	\$3,429.50
21301	730	INDIANA LIBRARY FEDERATIO	9/9/2002	District 2 Conference-10/4/02; Daugherty, Weed, Fagen	\$87.50
21302	731	INFORMATION & RECORDS A	9/9/2002	Repair to Microfilm reader/printer-Dem	\$193.75
21303	732	INGRAM	9/9/2002	Books	\$77.69
21304	733	INSIGHT	9/9/2002	2 Switch/Cables for System Administrator Computer	\$39.97
21305	734	INSPIRATIONAL DISTRIBUTOR	9/9/2002	Books	\$206.81
21306	735	JANET MILLER	9/9/2002	Book-The Morocco Sesquicentennial Historical Collection; D	\$60.00
21307	736	JENKINS REALTORS, INC.	9/9/2002	Appraisal of Real Estate-Wheatfield	\$250.00
21308	737	KIM DELGER	9/9/2002	Mileage-Worked @ Wheatfield/staff mtg	\$5.84
21309	738	LINDA THOMPSON	9/9/2002	Mileage & Expenses-Reference Counterparts 8/28, Inspire Wrkshp 8/7	\$29.76
21310	739	LYNN DAUGHERTY	9/9/2002	Mileage-board mtg, NILBA dinner, paychecks, management mtg, ISLAC mtg. Expense	\$96.20
21311	740	LYNN DAUGHERTY	9/9/2002	Demotte Petty Cash-Postage, Craft & Supplies	\$20.53
21312	741	NANETTE SPEACHT	9/9/2002	Inspire Workshop Expense-8/6/02	\$8.22
21313	742	NIPSCO	9/9/2002	Demotte Utilities-6/18 - 8/16/02	\$3,734.87
21314	743	NORTHSTAR PUBLISHING CO	9/9/2002	Audio books	\$140.70
21315	744	OCLC	9/9/2002	Spanish books for adults	\$295.00
21316	745	OFFICEWORKS-OFFI 10059	9/9/2002	System Administrator & Tech. Services Office Equipment	\$2,695.47
21317	746	PATTY STRINGFELLOW	9/9/2002	Memorial Tree Plaque Supplies-Rens	\$17.14

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21318	747	PHILIP N. HOWARD	9/9/2002	Cleaned carpet-lounge, children's play area, AV section, story time room, front of circ. Desk-Dem	\$75.00
21319	748	PLATINUM PLUS FOR BUSINE	9/9/2002	Contact paper, eBay fees, printer network card, AV & book	\$498.32
21320	749	POSTMASTER GENERAL	9/9/2002	Stamps;1,800-.37, 200-.40, 114-\$1,200-.10, 200-.05, 100-.04, 200-.02, 200-.03	\$904.00
21321	750	QUILL	9/9/2002	index cards, constr. Paper, labels, pens, ruled pads, corr. Ribbon, ink cartridges	\$213.58
21322	751	RECORDED BOOKS, LLC	9/9/2002	Audio books, CD album ring binders	\$631.80
21323	752	REGENT BOOK CO., INC.	9/9/2002	Traditional Home Aug/Sept	\$11.54
21324	753	RELIABLE EXTERMINATORS, I	9/9/2002	Quarterly service-Ren	\$150.00
21325	754	RELIABLE CORPORATION	9/9/2002	toner cartridges, corr. fluid, 3 x 3 notes	\$165.68
21326	755	RENS./REMINGTON CHAMBER	9/9/2002	Chamber Luncheon- 9/11/02;Stringfellow	\$6.00
21327	756	RENSSELAER REPUBLICAN	9/9/2002	Notice to Taxpayers-8/15 & 8/22/02	\$432.16
21328	757	SECURITY COURIERS CORP.	9/9/2002	4 weeks courier service between the branches	\$986.12
21329	758	SOURCEBOOKS, INC.	9/9/2002	Social security & Teen Rights	\$35.47
21330	759	SPRINT YELLOW PAGES	9/9/2002	Directory Yellow Pages-Quarterly Payment	\$212.25
21331	760	TOWN OF DEMOTTE	9/9/2002	Sewer Service July '02-Demotte	\$62.70
21332	761	TOWN OF WHEATFIELD SEW	9/9/2002	September Sewer Service- Wheatfield	\$41.05
21333	762	UNIQUE MANAGEMENT SERVI	9/9/2002	Initial Placements July '02	\$66.00
21334	763	VISTA INC.	9/9/2002	Janitorial bulbs	\$47.50
21335	764	WAL-MART COMMUNITY BRC	9/9/2002	Videos, DVD's, adult & children supplies, light bulb, clorox wipes	\$1,855.69
21336	765	METROPOLITAN EDUCATIONA	9/9/2002	Encyclopedia Set-R	\$1,224.00
0	766	PAYROLL	9/10/2002	PAYROLL	\$32,281.86
21337	767	ALIAC	9/10/2002	Deferred Compensation Withheld from 10 SEP '02 Payroll	\$2,150.54
21338	768	ANTHEM BLUE CROSS AND B	9/10/2002	Health Insurance Premium SEP '02	\$6,008.50
21339	769	LA-PORTER FEDERAL CREDIT	9/10/2002	Withheld from payroll 10 SEP '02	\$175.00
21340	770	NORTHWESTERN INDIANA TE	9/10/2002	Local Telephone Service SEP '02-Demotte	\$3.19
0	771	INTERNAL REVENUE SERVICE	9/11/2002	FICA & FED Tax Withheld from 10 SEP '02	\$7,275.90
0	772	INDIANA DEPARTMENT OF RE	9/20/2002	State & County Taxes withheld AUG '02	\$2,664.48
0	773	PEOPLES STATE BANK	9/10/2002	Deposit Slips @ Rens. Library	\$20.84
0	774	PAYROLL	9/25/2002	PAYROLL	\$29,857.12
21341	775	AFLAC	9/25/2002	Supplemental Insurance Premiums - Oct '02	\$132.70
21342	776	ALIAC	9/25/2002	Deferred Compensation w/held 25 SEP 02 Payroll	\$2,150.54
21343	777	ANTHEM LIFE	9/25/2002	Life Ins. Premium-October '02	\$97.65
21344	778	CHICAGO TRIBUNE	9/25/2002	Semi-Annual Newspaper Subscription-Dem. Lib., 9/22/02-3/23/03	\$108.16
0	780	INTERNAL REVENUE SERVICE	9/26/2002	FICA & FED Tax w/held 25 SEP 02 Payroll	\$6,649.59
21345	781	CITY OF RENSSELAER	9/25/2002	Rens. Lib. Utilities-8/9-9/10/02	\$1,299.86
21346	782	LA-PORTER FEDERAL CREDIT	9/25/2002	W/held 25 SEP 02 Payroll	\$175.00
21347	783	MIDWAY ELECTRONICS	9/25/2002	Wireless Communication-Oct. 02	\$420.00
21348	784	NIPSCO	9/25/2002	DeM (8/16-9/17/02) & Wh. (8/13-9/12/02) Utilities	\$2,669.67
21349	785	OOMS BROS. DISPOSAL SERV	9/25/2002	4th Qtr. '02 Trash Service-DeM. Library	\$58.30
21350	786	SPRINT	9/25/2002	Local Service - Wheatfield Phones and Rens. Payphone	\$189.30
21351	787	SPRINT	9/25/2002	Long Distance Calls-8/8-9/7/02- DeM. & Wh. Lib..	\$52.45

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
					Total Amount of Claims \$124,779.35

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, October 01, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$124,779.35

Date this 14th day of October, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

**Receipt Breakdown
September 30, 2002**

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$1,990.11	\$22,047.21
DeMotte	\$791.80	\$8,818.57		
Rensselaer	\$716.51	\$8,616.77		
Wheatfield	\$481.80	\$4,611.87		
PHOTOCOPIES:			\$532.95	\$5,238.72
DeMotte	\$231.35	\$2,189.50		
Rensselaer	\$215.55	\$2,414.87		
Wheatfield	\$86.05	\$634.35		
CARDS:			\$2.00	\$42.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$2.00	\$42.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$1,424.95	\$12,099.87
Checking/Repurchase/Savings	\$1,424.95	\$12,099.87		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$0.00	\$790,607.74
Property Tax	\$0.00	\$404,615.74		
License Excise Tax	\$0.00	\$57,347.59		
Financial Institution Tax	\$0.00	\$589.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$3,840.41		
Local Option/Certified Shares		\$291,716.00		
Local Option/Property Tax Repl.		\$32,499.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$12.50	\$63,728.28
Insurance	\$0.00	\$182.50		
Rebates/Refund	\$0.00	\$159.91		
Postage	\$0.00	\$0.00		
Reimbursements,PFEFF	\$0.00	\$56,495.00		
COBRA/FMLA Reimbursement	\$0.00	\$1,866.20		
Magazine Refunds	\$0.00	\$377.90		
Reimbursements	\$0.00	\$1,360.58		
Telephone refund	\$0.00	\$2,103.24		
Fixed Asset Sales	\$12.50	\$1,182.95		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$3,962.51	\$893,763.82
PLAC FUND:			\$25.00	\$50.00
GIFT FUNDS:			\$10.00	\$4,539.25
DeMotte	\$0.00	\$2,784.61		
Rensselaer	\$10.00	\$1,573.64		
Wheatfield	\$0.00	\$181.00		
LIBRARY IMPROVEMENT FUND:			\$66.99	\$567.65
BOND & INTEREST REDEMPTION FUND			\$0.00	\$178,137.76
Property Tax	\$0.00	\$178,852.85		
License Excise Tax	\$0.00	(\$3,021.04)		
Financial Institution Tax	\$0.00	\$307.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,998.95		
CAPITAL PROJECTS FUND:			\$627.42	\$93,564.18
Interest Earned	\$627.42	\$4,640.50		
Property Tax	\$0.00	\$80,499.28		
License Excise Tax	\$0.00	\$7,495.26		
Financial Institution Tax	\$0.00	\$123.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$805.64		
HOST/HOSPITALITY FUND:			\$0.00	\$706.18
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$4,691.92	\$1,171,328.84

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS</u> <u>THIS MONTH</u>	<u>TOTAL RECEIPTS</u> <u>YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:			\$21,628.29	\$195,148.90
FIT Tax Collected	\$4,869.19	\$45,934.91		
FICA Collected	\$4,528.15	\$41,945.86		
State Tax Collected	\$1,912.25	\$17,959.71		
County Tax Collected	\$534.34	\$5,005.63		
Deferred Comp Plan	\$4,301.08	\$34,754.39		
#125 Pre-tax Plan	\$2,947.64	\$27,271.64		
Life/Health Insurance	\$17.80	\$165.20		
PERF	\$2,167.84	\$18,961.56		
Credit Union	\$350.00	\$3,150.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$26,320.21	\$1,366,477.74

Voucher List
Jasper County Public Library

Report Date: From 10/1/2002 To 10/18/2002

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	779	INDIANA DEPARTMENT OF RE	10/18/2002	State & County Tax w/held 25 SEP 02	\$2,446.59
0	788	PAYROLL	10/10/2002	PAYROLL	\$32,525.82
21352	789	ALIAC	10/10/2002	Deferred Comp. Withheld from payroll 10 Oct '02	\$2,175.54
21353	790	ANTHEM BLUE CROSS AND B	10/10/2002	Health Insurance Premium Oct '02	\$5,760.61
0	791	INTERNAL REVENUE SERVICE	10/11/2002	FED & FICA Taxes Withheld- 10 OCT '02	\$7,399.97
21354	792	LA-PORTER FEDERAL CREDIT	10/10/2002	Withheld from payroll 10/10/02	\$175.00
21355	793	NORTHWESTERN INDIANA TE	10/10/2002	Demotte Local Telephone Service OCT '02	\$135.88
21356	794	PLATINUM PLUS FOR BUSINE	10/10/2002	Planner Pads	\$58.85
21357	795	TOWN OF DEMOTTE	10/10/2002	Sewer Service Aug '02-Demotte	\$62.70
21358	796	TOWN OF WHEATFIELD SEW	10/10/2002	Sewer Service OCT '02- Wheatfield	\$41.05
21359	797	AUDIO EDITIONS	10/14/2002	Audiobook	\$26.95
21360	798	AUSTIN BOOK SALES	10/14/2002	Opportunities in...books-Continuations	\$70.41
21361	799	BAKER & TAYLOR	10/14/2002	Books, Continuations, Gift Books, etc.	\$11,287.36
21362	800	BAKER & TAYLOR ENTERTAIN	10/14/2002	Videos	\$224.26
21363	801	BANK ONE TRUST COMPANY,	10/14/2002	Registrar/Paying Agent Fee-9/2002 to 9/2003	\$550.00
21364	802	BARNES & NOBLE	10/14/2002	Books, Audiobooks	\$395.94
21365	803	BROWN'S GARDEN & FLORAL	10/14/2002	Lawn Mowing-June, July	\$750.00
21366	804	CENTRAL STATES SALES CO	10/14/2002	Microfilm bulbs & Track Lighting	\$33.34
21367	805	BRIAN ORBAN	10/14/2002	Lawn Mowing, Pruning 5/9-7/7/02	\$346.00
21368	806	CULLIGAN	10/14/2002	Water Cooler Rental, Oct. -Wh. Lib.	\$59.45
21369	807	DEMCO	10/14/2002	Literature holders, entry mat, bk supports, AV materials, bk pockets, vhs rewinder/cleaner, etc.	\$820.50
0	808	DEMOTTE STATE BANK	10/14/2002	Deposit Slips	\$7.00
21371	809	DIANA KOOS	10/14/2002	Mileage-Bank Deposits	\$20.44
21372	810	DIANE OPOLSKI	10/14/2002	Mileage	\$8.03
21373	811	FASE'S WATER TREATMENT	10/14/2002	Redout @ DeM. Lib.	\$58.50
21374	812	GIESLER ELECTRIC, INC	10/14/2002	Ballast-DeM. Lib. (bookdrop)	\$243.89
21375	813	HERITAGE MICROFILM	10/14/2002	1 yr subsc-NewspaperArchive.com Access Fee	\$99.00
21376	814	HERITAGE OFFICE PRODUCT	10/14/2002	UPS, #3055 DeM. Copier Repairs, Mailing tube	\$195.07
21377	815	HP PRODUCTS CORP.	10/14/2002	M-Fold Towels, Vacuum Bags, Jumbo TP	\$223.45
21378	816	HRS USA	10/14/2002	Software, Books, Videos, Music CDs, DVDs, etc.	\$1,617.74
21379	817	INCOLSA	10/14/2002	E-Library (Big Chalk.com) Subscription, 7/1/02-6/30/02	\$2,673.00
21380	818	INDIANA CHAMBER	10/14/2002	Worker's Compensation Handbook	\$57.75
21381	819	INDIANA DEPT.OF WORKFOR	10/14/2002	3rd Quarter Payment-Workman's Comp	\$59.81
21382	820	INDIANA ONLINE USERS GRO	10/14/2002	IOLUG Fall Mtg., 11/15/02	\$25.00
21383	821	INDIANA STATE LIBRARY	10/14/2002	PLAC Sale-3rd Quarter	\$25.00
21384	822	INGRAM	10/14/2002	Paperbacks	\$293.47
21385	823	INSPIRATIONAL BOOK DISTRI	10/14/2002	Books, serials	\$45.60
21386	824	JENNIFER L. EVERS	10/14/2002	Mileage-Inventorying	\$64.24
21387	825	KATHRYN B. WEED	10/14/2002	Mileage, IOLUG Membership-Lib. Rep.	\$36.06
21388	826	KIRBY RISK CORPORATION	10/14/2002	Transformer/Ballast Igniters-Outdoor lights	\$131.86
21389	827	KONE, INC.	10/14/2002	Qtly Elevator Maintenance, 10/1-12/31/02	\$360.00
21390	828	KOUTS HIGH SCHOOL	10/14/2002	Yearbook Ad	\$3.00
21391	829	KANKAKEE VALLEY READING	10/14/2002	Annual Memberships for each Library	\$15.00
21392	830	KVHS NEWSPAPER	10/14/2002	The Spirit Newspaper Ad-KVHS	\$75.00
21393	831	LANDMARK AUDIOBOOKS	10/14/2002	Replacement tape-Harry Potter;Wheat	\$5.00
21394	832	GALE GROUP	10/14/2002	Ency/Associations, Pop.Music, Books, Am. Law Yearbk, Something about/Author	\$1,278.74
21395	833	LINDA THOMPSON	10/14/2002	Prizes for Library Card Sign-up month	\$15.43

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21396	834	MARLENE BEEDLE	10/14/2002	Genealogy book-The Kankakee River	\$10.00
21397	835	OCLC/FOREST PRESS	10/14/2002	Dewey Decimal System Blue Book	\$325.00
21398	836	OMNIGRAPHICS, INC.	10/14/2002	Headquarters USA-book	\$187.25
21399	837	PATTY STRINGFELLOW	10/14/2002	Supplies for Johnny Appleseed program 9/10/02	\$8.10
21400	838	PEGGY WOODS	10/14/2002	Mileage-Inventory & AV trip expenses	\$94.51
21401	839	POWERKIDS PRESS	10/14/2002	Books	\$123.70
21402	840	PRECISION CONTROL SYSTE	10/14/2002	Installed new Valve linkage, extension & nipple- D; Preventive maintenance materials-R	\$125.96
21403	841	PUBLIC EMPLOYEES' RETIRE	10/14/2002	3rd Qtr. Payment-Retirement Plan	\$16,002.52
21404	842	PUBLISHING SALES CONSULT	10/14/2002	Book-Encyclopedia of Careers & Vocational Guidance	\$172.75
21405	843	QUILL	10/14/2002	Planners, tape, index tabs & cards, paper wrist rest	\$262.03
21406	844	RECORDED BOOKS, LLC	10/14/2002	Audiobook-Nicolae	\$5.95
21407	845	REGENT BOOK CO., INC.	10/14/2002	Books-continuations	\$61.99
21408	846	RENEE CARR	10/14/2002	Mileage	\$11.68
21409	847	RENS./REMINGTON CHAMBER	10/14/2002	Annual Membership Dues	\$50.00
21410	848	RENSSELAER REPUBLICAN	10/14/2002	Ad for Lib. Asst @ Demotte	\$101.46
21411	849	RODALE BOOKS	10/14/2002	Books	\$36.44
21412	850	SECURITY COURIERS CORP.	10/14/2002	5 weeks courier service between the branches	\$1,183.34
21413	851	SELECTVIDEO	10/14/2002	Video's	\$79.82
21414	852	SHEILA MAXWELL	10/14/2002	Postage, Mileage & Expenses	\$378.24
21415	853	SMILEMAKERS	10/14/2002	Fall Festival prizes-Rens. Lib.	\$61.75
21416	854	SPRINT	10/14/2002	Payphone-Rens -October '02	\$52.99
21417	855	SUNCOAST #3009	10/14/2002	DVDs, Videos	\$354.69
21418	856	TYSEN'S COUNTRY GROCERY	10/14/2002	Cleaning Supply, Counterparts Mtg. Expense, DeM. Book Discussion Supply	\$38.59
21419	857	UNIQUE MANAGEMENT SERVI	10/14/2002	Collections--August & September'02 Primary & Secondary Placements	\$434.67
21420	858	VIKING OFFICE PRODUCTS	10/14/2002	Tape, Calendars, Silver Markers	\$90.75
21421	859	VIRGINIA VIS	10/14/2002	Cleaning Supplies: The Works, Lysol, Disinfectants, Air Freshner, Mopheads, etc.	\$172.78
21422	860	WAL-MART COMMUNITY BRC	10/14/2002	Ch. Crafts, Videos, DVDs, Chlorox Wipes, Posters, light bulb	\$299.40
21423	861	ZURICH	10/14/2002	Third Installment-Building Insurance & Workman's Comp Ins.	\$7,774.25

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$101,483.91

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, October 08, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$101,483.91

Date this 14 day of October, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

AVERTISSEMENT

NOV.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, November 11, 2002 7:00 PM Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Policy revisions (Meeting Room) (R 9-12)

General Business

- | | |
|---|------------|
| A. Health Insurance (R 20) | Discussion |
| B. Vacation Policy Changes (R 15-17) | Action |
| C. Wheatfield Expansion Project update (R 19- R20) | Discussion |
| D. Option to Buy Contract Approval (R 13, R 14, R 20) | Action |

Director's Report (R 21-R 25)

Discussion

Items for future Agendas

Public Forum

Adjournment

Present: Anne-Marie Egan, Mike Crawford, Mark Heinig, Sue Deardorff, Joan Floyd, Mari Anne Sayler, Tim Schultz, Lynn Daugherty, Patty Stringfellow

Consent Agenda & Consent Agenda Items: Minutes of the September 10th board meeting, bills, financial reports, salary ordinance revisions, transfer of funds and Computer Use, Reference, and Internet Use policies were unanimously approved on a motion by M. Crawford, seconded by M. Heinig.

Collection parameters: The board considered a request to send to collections those patron accounts where materials had been returned but fines and charges not paid. After evaluating the cost of making the change, including purchase of a new TLC module to manage the activity, the board voted unanimously, on a motion by M. Heinig, seconded by S. Deardorff, to keep collection parameters as they currently stand. They authorized the director to take patrons with huge fines to small claims court if she felt it feasible.

Adjusted salary schedule for 2003: On a motion by T. Schultz, seconded by M. Crawford, the board unanimously voted to adjust the 2003 Salary Schedule by

- raising annual salaries by 4% or 75 cents per hour, whichever is less,
- Eliminating cost-of-living increases affecting all levels of the salary schedule, and
- Limiting longevity raises to 25 cents per hour

The salary schedules for future years will be determined when the Personnel Policy is reviewed and revised in April 2003.

Expansion Project update: We have been in communication with the owners of a piece of property on which the board has requested an option to buy. We are waiting for an answer from the owners. We are also waiting for feedback from Chris Larson of KIRP-C concerning an effort to obtain a community focus grant for the building project.

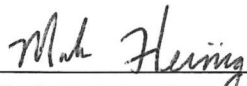
DeMotte Meeting Room Request: On a motion by M. Crawford, seconded by M A Sayler, the board voted to approve Sunday evening use of the DeMotte meeting room by a new church group for a 3 month period with automatic 3 month renewals for one year if no problems exist. If problems occur, management has the right to immediately prohibit further use of the room by the group.

Wheatfield snowblower: The Wheatfield snowblower is of indeterminate age (purchased before 1988) and used only by the independent contractors hired to handle Wheatfield snow removal. The library no longer wishes to bear the expense of maintenance and storage of this piece of equipment. Therefore, the board unanimously

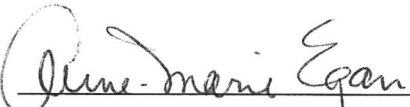
approved, on a motion by M. Crawford, seconded by S. Deardorff, the sale of the snowblower to the library's snow removal contractor at a price acceptable to the Director.

INSPIRE: L. Daugherty presented a PowerPoint explanation of INSPIRE and the financial ramifications of the state's decision not to fund these databases or public and school library connection to the Internet.

Adjournment: The board adjourned at 8:45 PM on a motion by T. Schultz, seconded by M. Crawford.



Mark Heinig, Secretary



Attest: Anne-Marie Egan, President

October 2002

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	53,356	63,814	30,398
Percent Increase/Decrease	8.7%	-1.2%	-0.1%
XXXXXXXXXXXXX> XXX> XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2001	2002	% change
Circulation	26,538	27,233	2.6%
Jan. to date circulation	249,104	260,916	4.7%

$$\pi$$

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
12,759	12,857	12,432	12,551	7,695	7,620 Fiction
15,403	15,478	21,510	21,615	8,288	8,294 Nonfiction
					CHILDREN'S BKS
10,817	10,914	12,995	13,056	6,328	6,419 Fiction
8,309	8,322	8,284	8,297	3,942	3,858 Nonfiction
					YA BOOKS
1,833	1,845	2,441	2,458	1,296	1,311 Fiction
564	567	537	542	139	141 Nonfiction
					0 Magazines, Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
					Internet Use
1,271	1,278	1,977	2,013	1,332	1,335 Sound Rec/Adult
330	332	398	403	289	289 Sound Rec/Child
25	25	16	16	1	1 Online Databases
188	195	238	243	144	147 Software
					Vertical Files
1,509	1,540	2,440	2,478	957	981 VHS/DVD
2	2	2	2	2	2 Equipment
53,010	53,356	63,410	63,814	30,413	30,398 TOTAL
XX					

CIRCULATION BY HOLDINGS CODE

September 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	22			22
Award Winner JFIC (DAJFIC)	26			26
Award Winner JNF (DAJNF)	3			3
Award Winner JPFIC (DAJBPF)	1			1
Award Winner YAFIC (DAYAF)	7			7
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	49	6		55
Books on CD (DBKCD)	55	2		57
Books on Tape (DBKT)	147	2	4	153
Compact Disc (DCD)	296	1	9	306
DVD	274	1		275
Equipment (DEQP)	6			6
See librarian (DERR)				0
Express Book (DEXP)	38			38
Fiction (DFIC)	1477	64	26	1567
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	219			219
Juv. Biography (DJBIO)	45	4	2	51
Juv. Book on CD (DJBKCD)	5			5
Juv. Book on Tape (DJBKT)	110			110
Juv. Compact Disc (DJCD)	31			31
Juvenile Easy (DJE)	1728	7	8	1743
Juv. Easy Reader (DJER)	385	1		386
Juv. Fiction (DJFIC)	302	3	9	314
Juv. Holiday books (DJHOL)	25			25
Juv. Magazine (DJMAG)	110			110
Juv. Music Cassette (DJMC)	4			4
Juv. Nonfiction (DJNF)	624	18	14	656
Juv. Nonfic Text Bk (DJNFTB)	13			13
Juv. Paperback fic (DJPBF)	339	2	7	348
Juv. Reference (DJREF)	3			3
Large Print Fiction (DLPF)	102			102
Large Print Nonfic (DLPNF)	8			8
Magazine (DMAG)	841	1	7	849
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1241	49	19	1309
Nonfiction VHS (DNFVHS)	83	1		84
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	17		1	18
Parent Shelf Ref (DPREF)				0
Reference (DREF)	3			3
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)	4			4
Spanish Collection (DSPA)	20	1		21
Software (DSWAR)	184	2	1	187
Vertical File (DVF)	45			45
VHS	961	12	1	974

YA Biography (DYAB)		1		1
YA Books on CD (DYABKCD)	9	1		10
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	50			50
YA Nonfiction (DYANF)	60	3	2	65
YA Paperback Fic (DYAPBF)	110	2	1	113
Award Winner JBIO (RAJBIO)		3		3
Award Winner JE (RAJE)		4		4
Award Winner JFIC (RAJFIC)		10		10
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)		2		2
Award Winner YAFIC (RAYAF)		3	1	4
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	1	106		107
Books on CD (RBKCD)	1	81	1	83
Books on Tape (RBKT)	3	255	1	259
Compact Disc (RCD)	6	388	6	400
DVD	1	598		599
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)	1	130		131
Fiction (RFIC)	56	1501	15	1572
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		10		10
Internet (RINTER)		561		561
Juv. Biography (RJBIO)		82		82
Juv. Book on CD (RJBKCD)				0
Juv. Book on Tape (RJBKT)		82	1	83
Juv. Compact Disc (RJCD)		20		20
Juvenile Easy (RJE)	7	1483	7	1497
Juv. Easy Reader (RJER)		290	1	291
Juv. Fiction (RJFIC)	13	354	6	373
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		8		8
Juv. Music Cassette (RJMC)		11		11
Juv. Nonfiction (RJNF)	9	989	12	1010
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	3	264		267
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	2	44		46
Large Print Nonfic (RLPNF)		3		3
Magazine (RMAG)	1	391		392
Music Cassette (RMCAS)				0
Nonfiction (RNFIC)	40	1038	20	1098
Nonfiction VHS (RNFVHS)	1	73		74
Professional Coll. (RPRO)	4			4
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		1	1	2
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)		50		50
Software (RSWAR)	3	165	1	169
Vertical File (RVF)		14		14

VHS	5	1449	1	1455
YA Biography (RYAB)		19		19
YA Books on CD (RYABKCD)		1		
YA Books on Tape (RYABKT)		10		10
YA Fiction (RYAF)	3	124		127
YA Nonfiction (RYANF)	2	105		107
YA Paperback Fic (RYAPBF)	2	79		81
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)				0
Award Winner JFIC (WAJFIC)				0
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WJPBF)				0
Award Winner YAFIC (WAYAF)			1	1
Award Winner YAPFIC (WAYPBF)			3	3
Biography (WBIO)	2	7	19	28
Books on CD (WBKCD)	1	2	20	23
Books on Tape (WBKT)	5		65	70
Compact Disc (WCD)	11	8	186	205
DVD			201	201
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			2	2
Fiction (WFIC)	42	33	610	685
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			161	161
Juv. Biography (WJBIO)		1	28	29
Juv. Book on CD (WJBKCD)				0
Juv. Book on Tape (WJBKT)			27	27
Juv. Compact Disc (WJCD)			7	7
Juvenile Easy (WJE)	12	2	704	718
Juv. Easy Reader (WJER)	1		178	179
Juv. Fiction (WJFIC)	4	4	160	168
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			36	36
Juv. Music Cassette (WJMC)	1		1	2
Juv. Nonfiction (WJNF)	7	9	281	297
Juv. Nonfic Text Bk (WJNFTB)				0
Juv. Paperback fic (WJPBF)	3	2	96	101
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	1	2	7	10
Large Print Nonfic (WLPNF)		1	5	6
Magazine (WMAG)			214	214
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	22	9	533	564
Nonfiction VHS (WNFVHS)	3		27	30
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			13	13
Software (WSWAR)	1	5	70	76

Vertical File (WVF)			2	2
VHS	3	3	669	675
YA Biography (WYAB)			2	2
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)			2	2
YA Fiction (WYAF)	3	3	41	47
YA Nonfiction (WYANF)	2	1	40	43
YA Paperback Fic (WYAPBF)	6	1	38	45
TOTAL	10376	11078	4634	26087

CIRCULATION BY HOLDINGS CODE
September 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	3	0	3
Award Winner JE (AJE)	22	4	0	26
Award Winner JFIC (AJF)	26	10	0	36
Award Winner JNF (AJNF)	3	0	0	3
Award Winner JPFIC (AJPF)	1	2	0	3
Award Winner YAFIC (AYAF)	7	3	2	12
Award Winner YAPFIC (YAYPBF)	0	0	3	3
Biography (BIO)	52	119	19	190
Books on CD (BKCD)	57	85	21	163
Books on Tape (BKT)	155	267	70	492
Compact Disc (CD)	313	397	201	911
DVD	275	599	201	1075
Equipment (EQP)	6	0	0	6
See librarian (ERR)	0	0	0	0
Express Book (EXP)	39	130	2	171
Fiction (FIC)	1575	1598	651	3824
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	10	0	10
Internet (INTR)	219	561	161	941
Juv. Biography (JBIO)	45	87	30	162
Juv. Book on CD (JBKD)	5	0	0	5
Juv. Book on Tape (JBKT)	110	82	28	220
Juv. Compact Disc (JCD)	31	20	7	58
Juvenile Easy (JE)	1747	1492	719	3958
Juv. Easy Reader (JER)	386	291	179	856
Juv. Fiction (JFIC)	319	361	175	855
Juv. Holiday (JHOL)	25	0	0	25
Juv. Magazine (JMAG)	110	8	36	154
Juv. Music Cassette (JMC)	5	11	1	17
Juv. Nonfiction (JNF)	640	1016	307	1963
Juv. Nonfic Text Bk (JNFT)	13	0	0	13
Juv. Paperback fic (JPBF)	345	268	103	716
Juv. Reference (JREF)	3	0	0	3
Large Print Fiction (LPF)	105	46	7	158
Large Print Nonfic (LPNF)	8	4	5	17
Magazine (MAG)	842	392	221	1455
Music Cassette (MCAS)	0	0	0	0
Nonfiction (NFIC)	1303	1096	572	2971
Nonfiction VHS (NFVH)	87	74	27	188
Professional Coll. (PROF)	4	0	0	4

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	17	1	2	20
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	46	87	27	160
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	20	51	13	84
Software (SWAR)	188	172	72	432
Vertical File (VF)	116	14	2	132
VHS	969	1464	671	3104
YA Biography (YAB)	0	20	2	22
YA Books on CD (YABKCD)	9	2	0	10
YA Books on Tape (YABKT)	0	10	2	12
YA Fiction (YAF)	56	127	41	224
YA Nonfiction (YANF)	64	109	42	215
YA Paperback Fic (YAPBF)	118	82	39	239
				0
Free reads	202	631	74	907
Puzzles			4	4
Talking books				0
Assignment Shelf Books				0
TOTAL	10688	11806	4739	27232

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1921	2405	734	5060
Nonfiction	1433	1357	636	3426
CHILDREN'S BOOKS				
Fiction	2846	2428	1176	6450
Nonfiction	746	1107	339	2192
YA BOOKS				
Fiction	181	212	85	478
Nonfiction	64	129	44	237
Magazines, Adult	842	392	221	1455
Magazines, Children	110	8	36	154
Games, Toys	0	10	4	14
Internet use	219	561	161	941
Sound Recordings, adult	534	761	294	1589
Sound Recordings, ch	151	113	36	300
Online databases	0	0	0	0
Software	188	172	72	432
Vertical file	116	14	2	132
VHS/DVD	1331	2137	899	4367
Equipment	6	0	0	6
Total	10688	11806	4739	27233

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT OCTOBER 2002

	DeMotte Hrs.	Rensselaer Hrs.	Wheatfield Hrs.	TOTAL	HOURS SPENT			
INTRALIBRARY LOANS FILLED	142	31	188	41	170	37	500	108
LOCAL HISTORY								
In person	4	1	17	5		0	21	6
Letters written	3	3	10	10		0	13	13
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	40	3	45	4	40	3	125	10
VCR Use	1	0		0		0	1	0
Microforms	5	1	61	8		0	66	9
CD ROM/Online databases	92	8	170	14	55	5	317	26
Typewriter use	1	0		0		0	1	0
Other equipment used	2	1		0		0	2	1
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	5	3	15	10		0	20	13
Notarized documents	3	1	2	1	2	1	7	2
Meeting Room Use (no. of groups)	60	20	25	8	34	11	119	40
Study room use	25	2	41	3		0	66	6
INTERLIBRARY LOANS								
Requests made for:	52	13	101	25	18	5	171	43
Items rec'd for:	43	22	87	44	27	14	157	79
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Total Borrowers	8294	8517	3402	20213
Non-resident, paying	9	24	2	35
PLAC card users	0	3	0	3
Reciprocal borrowers	489	321	25	835

PROGRAMS

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
Programs for all ages	2	12	5	30		0	7	42
Children's Programs (0-13)	44	264	23	138		0	67	402
Number attending	672		448				1120	
YA Programs (14-17)	3	18	2	12	5	30	10	60
Number attending	135		133		125		393	
Adult Programs	3	18	6	36	2	12	11	66
Number attending	212		164		10		386	
Senior Citizen Programs	1	6	13	78	1	6	15	90
Number attending	1		73		7		81	
Total Number of Programs	53	318	49	294	8	48	110	660
Total Persons Attending	1020		818		142		1980	
Total Attending Same Month Last Yr.	1035		591		159		1785	
Total Staff Hours Spent		426		467		123		1015
Hours Spent Same Month last year		274		362		169		805

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7832	74.0%	8309	70.9%	3495	74.1%	19636	72.7%
Corporate	28	0.3%	174	1.5%	77	1.6%	279	1.0%
Juvenile 0-11	1360	12.8%	1364	11.6%	501	10.6%	3225	11.9%
Nonresident No Fee	63	0.6%	246	2.1%	253	5.4%	562	2.1%
Nonresident Fee		0.0%	16	0.1%	8	0.2%	24	0.1%
Reciprocal	493	4.7%	233	2.0%	16	0.3%	742	2.7%
School	7	0.1%	8	0.1%		0.0%	15	0.1%
St. Joseph College		0.0%	285	2.4%		0.0%	285	1.1%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	562	5.3%	770	6.6%	305	6.5%	1637	6.1%
YA 12-17	243	2.3%	308	2.6%	64	1.4%	615	2.3%
Total	10588		11713		4719		27020	
 ^H items borrowed by nonresidents	563	5.3%	788	6.7%	277	5.9%	1628	6.0%

People Count Week: Week of October 14-19, 2002

	PERSONS ENTERING BUILDING												COPIES MADE FOR PATRONS			CD-ROM/ Internet/ OPAC Use			DIRECTIONAL QUESTIONS						REFERENCE QUESTIONS					
	MEN			WOMEN			CHILDREN/ TEENS			MATERIALS USED									PHONE			IN- PERSON			PHONE			IN-PERSON		
	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W
2002 Totals	277	420	95	616	957	243	512	770	164	215	197	206	13	2	64	569	319	91	121	156	66	95	171	186	30	61	40	127	122	37
2001 Totals	224	457	76	557	1028	248	512	1359	233	127	234	185	37	23	56	394	133	87	106	106	73	88	144	152	49	43	27	98	84	54
2000 Totals	188	403	73	542	974	237	394	1178	238	294	372	239	8	6	100	125	187	87	61	103	57	65	291	138	31	27	21	83	109	52
1999 Totals	294	301	74	625	690	249	578	746	230	1541	547	326	52	324	174	27	32	0	136	157	64	148	236	106	137	34	26	291	118	61
1998 Totals	217	300	102	547	640	296	506	822	206	835	294	285	140	12	149	70	33	16	82	153	94	140	206	206	100	59	31	243	107	115

MEMORANDUM

Meeting Room Policy

Summary: The Policy Committee recommends that the policy be changed to indicate that only persons who are library cardholders in good standing may reserve the meeting room for use by their group.

Discussion: This change does not restrict use of the meeting room to present cardholders. Any Jasper County resident can obtain a card at any time, as long as s/he does not have prior library charges which block the ability to check out materials. It does disallow those who have already proven to be irresponsible in their use of their library privileges. It is not unreasonable to believe they might not take seriously their responsibility for living up to the terms of the meeting room agreement they sign.

Vote: To approve the Meeting Room Policy with the change recommended by the Policy Committee.

Meeting Room Policy

Who May Use the Meeting Rooms

The Rensselaer, DeMotte, and Wheatfield libraries have meeting areas available for the purpose of promoting the library's mission to

inform, enrich and empower those in our community by creating and promoting easy access to ideas and information, and by supporting an informed citizenry, lifelong learning and love of reading.

The meeting rooms are available for use by area clubs, organizations, committees, individuals and businesses with restrictions on use noted below. The library's programs and meetings shall have first priority for use.

The meeting rooms will be available to groups in the community regardless of the beliefs and affiliations of their individual members.

Meetings may not be used for

- sale or promotion of products or services, except in conjunction with a library program. Names of participants cannot be collected by program presenters for later financial gain.
- partisan political activities, except for events such as candidates' nights, when *all* candidates are invited by the library or independent civic organizations
- purely social or fund-raising functions unless sponsored by the library or a library group

No admission charge may be made for any function held in the library.

Membership dues and/or registration fees covering the cost of materials or speakers are acceptable. Tickets may not be sold nor donations or free will offerings taken.

The individual reserving and assuming responsibility for the room must be a resident of the Jasper County Public Library district (add: **who is a library card holder in good standing.**) Exceptions to this requirement will be made for representatives of U.S. or Indiana governmental agencies. Elected officials may use the meeting room for "office hours" to meet with constituents, but such meetings may not be used for re-election purposes.

The Board of Trustees reserves the right to make a final decision if questions arise concerning use of the libraries.

Responsibilities of User Group

Use must be confined to the activity for which the facilities were requested. Grounds, furniture, equipment and other property must be properly cared for and returned to a neat and orderly condition following use. Upon leaving the building, meeting room must be securely locked.

Furnishings may not be removed from the meeting area without permission of the building supervisor. Nothing may be attached to or removed from walls, ceiling or floor except on designated bulletin boards or by special permission of the building supervisor.

Open flames (candles, matches, etc.) and red, orange or purple beverages are not permitted in meeting rooms.

Groups using the library's facilities are responsible for the actions of those persons attending their functions and must take full responsibility for loss or damage to any Library property, furnishings, and/or equipment occurring as a result of their group's use of Library property.

The Library shall not be responsible for damage or injury to any person or property occurring as a result of the group's use of the library.

Groups meeting while the library is open for business must maintain a noise level that does not interfere with the normal functioning of the library.

Publicizing Programs

The fact that a group is permitted to meet at the Library does not imply Library approval of the group or of the ideas presented at the meeting. Publicity for meetings or programs must make it clear that the Library is not a sponsor of the event.

Room Charges

There is no charge for single or monthly meetings or programs. Groups wishing to hold regular weekly meetings must obtain permission from the Board of Trustees and may be charged a fee. All meetings must be cleared with the Director or Agency Librarian.

Donations to the library's gift fund are accepted with pleasure.

Smoking and Drinking

Smoking and alcoholic beverages are not permitted in any part of the library.

Revoking of Meeting Room Privileges

The Library reserves the right to revoke meeting room privileges for any group if it feels the group has not met the conditions stated in this policy.

The Library's Responsibility

The Library is not responsible for items left in the building. No storage facilities are available for meeting room users.

Adopted 1993; reviewed 11/95, 11/97; revised 11/96, 1/98, 11/00, draft 11/02

OPTION AGREEMENT

Summary of the important points

Sellers: Thomas McNeil, John McNeil, William M. Bodnar
Buyers: JCPL

JCPL has paid \$1000 to the Sellers. Therefore, the Sellers irrevocably grant us the first and exclusive option to purchase the approximately 4 acres of land located in the Southeast part of the Southeast Quarter of the Southwest Quarter of Section 25, Township 32 N, Range 6 West in Wheatfield, IN, with frontage on Main Street and adjacent to a one-acre tract now owned by Sundance Development, LLC. (An accurate legal description will be substituted upon completion of the survey.)

We will pay \$17,500 per acre or \$70,000 in cash at closing.

Our right to exercise the Option begins on the date the agreement is signed by all and expires on March 31, 2003. If we want to keep the Option in effect for another 3 months, we may do so by paying another \$500. On or before the end of that period, we must give written notice that we wish to buy the property. The \$1,000 (or \$1,500) we paid would then be credited toward the purchase price. The closing would occur on a date and place selected by JCPL, not more than 60 days following the date we notify them of our decision to buy the property.

The Option states we want to build a public library and that we have the right to evaluate the real estate, zoning and environmental requirements, sanitary sewer service, etc. during the Option Period. We can decide, for any reasons whatsoever that the Project is not feasible and terminate our agreement by written notice.

It says we will procure within 90 days of the beginning of the Option Period a commitment from Jasper County Abstract Company that they will insure the property for the full amount of the Purchase Price *after* we get the deed to the property. At the closing the Seller will pay the premium for the policy. If we decide not to buy the property, we will pay all charges and cancellation fees in connection with the Commitment.

If the commitment turns up any Title Defects which are not exceptions we required, the Seller must use "commercially reasonable efforts to remove the defect" or obtain special title insurance reasonably acceptable to us over such Title Defect. If they can't, we either decide to waive the Title Defect and close the deal anyway, or terminate the Agreement.

The boundary survey will be at our cost.

Assessments for municipal improvements which come due after the closing are our responsibility to pay. All real estate taxes payable during the calendar year in which the closing occurs are paid by the seller. Taxes on the 4 acres payable the *next* year are paid by us.

The seller gives us exclusive possession of the real estate on the closing date. He cannot enter into any lease or occupancy agreement during the Option Period which gives anyone the right to use or possess the land after the closing date, except for a tenant farmer. The tenant farmer's right to possession does not extend beyond the end of the crop year in which the closing occurs. (And Ed told me that if a tenant farmer put in a crop and we closed and were ready to build before the crop was ready to be harvested, we could pay the farmer the estimated cost of the crop we ruin on those 4 acres.)

The Seller states he knows of no reason that the land would be unsuitable and that he knows of no legal problems that would keep us from having clear title.

If the Seller defaults on the agreement, we have the right to pursue damages, including attorneys' fees and seek ways of making them live up to their agreement. If we default, they can keep our \$1000, but that is it. We can decide not to buy for any reason whatsoever.

VACATION POLICY

We have staff working under two different vacation policies.

Eleven employees, hired before 1994, were hired under a policy in which we earned vacation in one year and took it the SAME year. If we left JCPL during the year, we were paid the remaining vacation days we would have earned that year (1-2 days per month), even if they were not yet earned.

Beginning 1994, all new employees were hired under a policy in which you earned vacation in one year and took it the next year.

At the beginning of each year, each employee (old and new) gets a notification from the business office saying how many vacation days she will be able to take that year. She can take them at any time during the year.

Under the "new" policy if an employee leaves before the end of the year, she is paid for all her remaining vacation days not yet taken, both the ones earned last year and the ones she has earned thus far in the current year. The library is paying only for days already earned.

Under the "old" policy, if an employee leaves before the end of the year, we have already told her how many days she has coming, so we must pay her for those days even though she has not yet earned them. (i.e. If a person has 24 days vacation (10 years of service), and leaves at the end of June, she has actually only earned 12 vacation days. But since we told her at the beginning of the year that she has 24 days, we must pay her for the other 12 days.)

In 1994, it would have been nice to be able to change the policy for all staff, even those hired before 1994, in order to have ALL staff under the same policy. To do this, however, we would have had to deny *any* vacation in 1994 to our more experienced staff, so that in 1995 they, too, would be taking vacation they had earned the previous year. (Because in 1993 they took vacation earned in 1993, in 1994 they had no vacation earned the previous year to take).

Why is this issue coming up now? Because a controversy arises each time a person under the old policy resigns. We have a long time employee *considering* quitting in

January. She has asked whether, if she quits in January, she gets her 2003 paid vacation days (which are not actually earned until 2003). Our attorney maintains that under our present policy and practice, we would have to pay her for 24 days vacation even if they are not earned, because we give these at the beginning of the year.

We need to clarify and/or change the policy for pre-1994 employees.

The Policy Committee feels it is unfair to pay some employees for unearned vacation days when they resign, since the rest of the staff must earn vacation days before being paid for them. Therefore, they feel the Vacation Policy should be changed.

The Committee also feels it would be unfair to state simply that vacation for pre-1994 employees is credited at the rate of 2 days per month and may not be taken before the beginning of the month in which it is earned. While post-1994 employees can plan vacation for any time during the year, pre-1994 employees could not take even a week long vacation until March.

The Committee feels the **fairest option** would be to state that vacation for pre-1994 employees :

- is credited at the rate of 2 days per month and may not be taken before the beginning of the month in which it is earned, but
- during the years 2003-2005, these employees could "borrow" up to 6 days of unearned vacation when earned vacation does not give them time enough for the vacation they have planned. They would have to earn those 6 days back before being able to borrow another 6 days of vacation. They may only borrow vacation days they would earn within the current year.
- If they decide to resign, they will not be paid for unearned vacation days not taken.
- They may also defer (or bank) days of their annual earned vacation leave for the next three years only (2003-2005).

In other words, each year, for 3 years, an employee could take 16 days vacation and defer the other 8 (or take 22 and defer the other 2). In this way, at the end of 3 years, they could have deferred as many as 24 days and then be "in sync" with the rest of the staff, with the ability to take all their vacation at any time in the year, because all of it was earned the previous year. Or they will have at least banked a few days which are then available to take any time during the year because they were earned

the previous year. After 2005, they could no longer borrow 6 days of unearned vacation.

Advantages: Pre-94 employees who choose to defer some vacation days would, in 2004, have some accrued vacation days, earned the previous year, which they could take at *any* time during the year, in addition to the days they earn each month in the new year. (They could, of course, take only 24 days vacation in any one year.) They would also have the opportunity to have a check at the end of their employ for unused, earned vacation days. It would be up to each employee to determine how many days they want to defer as a “cushion” for the years after 2005, when they can no longer borrow unearned vacation days.

Disadvantages: It would add extra time explaining a complicated procedure to the employees. Some may resent giving up ANY of their 24 vacation days and later having to limit the length of vacations planned for early in the year.

Vote: To accept the recommendation of the Policy Committee on the change to the Vacation Policy for pre-1994 employees. (or to approve a modification of this change).

JCPL FINANCIAL STATEMENT

October 31, 2002

	<u>Beginning 2002 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$629,140.15	\$120,495.78	\$1,246,729.41	\$4,130.87	\$897,894.69	\$280,305.43
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$25.00	\$50.00	\$0.00	\$50.00	\$0.00
Gift Fund	\$3,572.06	\$0.00	\$6,419.00	\$1,099.00	\$5,638.25	\$2,791.31
DeMotte	\$479.94	\$0.00	\$3,007.91	\$1,014.00	\$3,798.61	\$1,270.64
Rensselaer	\$2,252.64	\$0.00	\$2,490.65	\$75.00	\$1,648.64	\$1,410.63
Wheatfield	\$839.48	\$0.00	\$920.44	\$10.00	\$191.00	\$110.04
Library Improvement Reserve Fund	\$47,593.91	\$0.00	\$0.00	\$63.14	\$630.79	\$48,224.70
Bond & Interest Redemption Fund	\$110,881.49	\$550.00	\$61,647.50	\$0.00	\$178,137.76	\$227,371.75
Includes Investments of:						
Capital Projects Fund	\$231,687.24	\$0.00	\$2,166.24	\$569.16	\$94,133.34	\$323,654.34
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$797.93	\$0.00	\$706.18	(\$91.75)
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,187.49	\$51,122.40	\$5,187.49	\$51,122.40	\$0.00
FICA Tax Collected	\$0.00	\$4,742.86	\$46,688.72	\$4,742.86	\$46,688.72	\$0.00
State Tax Collected	\$1,844.37	\$1,912.25	\$19,804.08	\$2,020.43	\$19,980.14	\$2,020.43
County Tax Collected	\$507.51	\$534.34	\$5,513.14	\$561.45	\$5,567.08	\$561.45
Deferred Comp.	\$0.00	\$4,351.08	\$39,105.47	\$4,351.08	\$39,105.47	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,699.75	\$29,971.39	\$2,699.77	\$29,971.41	\$0.02
Employee Health/Life Insur.	\$0.00	\$17.80	\$183.00	\$17.80	\$183.00	\$0.00
Employee P.E.R.F.	\$5,086.23	\$6,651.39	\$24,047.79	\$2,236.91	\$21,198.47	\$2,236.91
Credit Union	\$0.00	\$350.00	\$3,500.00	\$350.00	\$3,500.00	\$0.00
TOTAL ALL FUNDS.....	\$1,030,522.96	\$147,517.74	\$1,537,746.07	\$28,029.96	\$1,394,507.70	\$887,284.59

Bank Balances
Jasper County Public Library
Report as of: 10/31/2002

<i>Bank</i>		
1	Peoples State Bank	\$830,144.80
2	Demotte State Bank	\$8,705.09
3	Lafayette Bank & Trust-LIRF	\$48,224.70
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$887,284.59</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for

100 OPERATING FUND

Jasper County Public Library

Report Date: From 10/1/2002 To 10/31/2002

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.1 SALARIES AND WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
1.11 SALARY OF LIBRARIAN	\$48,776.00	\$0.00	\$48,776.00	\$4,064.66	\$40,581.60	\$8,194.40	83.2
1.12 SALARY OF ASSISTANTS	\$672,085.00	\$0.00	\$672,085.00	\$57,200.67	\$565,800.00	\$106,285.00	84.2
1.13 WAGES OF JANITORS	\$44,317.00	\$0.00	\$44,317.00	\$3,431.95	\$33,895.44	\$10,421.56	76.5
1.21 EMPLOYER'S SHARE-FICA	\$58,446.00	\$0.00	\$58,446.00	\$4,742.86	\$46,688.72	\$11,757.28	79.9
1.22 UNEMPLOYMENT COMPENSATION	\$513.00	\$0.00	\$513.00	\$59.81	\$1,491.10	(\$978.10)	290.7
1.23 EMPLOYER'S CONTRIB.- PERF	\$37,372.00	\$0.00	\$37,372.00	\$9,351.13	\$35,759.68	\$1,612.32	95.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$34,848.00	\$1,866.20	\$36,714.20	\$3,273.41	\$34,588.65	\$2,125.55	94.2
1.31 OTHER PERSONAL SERVICES	\$750.00	\$0.00	\$750.00	\$0.00	\$387.25	\$362.75	51.6
Subtotal	\$897,107.00	\$1,866.20	\$898,973.20	\$82,124.49	\$759,192.44	\$139,780.76	84.5
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$7.00	\$101.91	\$648.09	13.6
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$352.95	\$97.05	78.4
2.13 OTHER OFFICE SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$423.96	\$6,985.70	(\$485.70)	107.5
2.21 CLEANING & SANITATION SUPPLIES	\$4,200.00	\$0.00	\$4,200.00	\$386.23	\$3,121.56	\$1,078.44	74.3
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$65.66	\$1,507.42	\$2,492.58	37.7
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$58.50	\$710.16	\$489.84	59.2
2.32 PAINT AND PAINTING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$131.86	\$370.36	\$29.64	92.6
2.41 LIBRARY SUPPLIES	\$12,615.00	\$0.00	\$12,615.00	\$847.92	\$8,973.20	\$3,641.80	71.1
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$15.43	\$83.11	\$66.89	55.4
Subtotal	\$30,275.00		\$30,275.00	\$1,936.56	\$22,206.37	\$8,068.63	73.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charge</i>							
3.12 ENGINEERING & ARCH. SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$2,212.50	\$7,787.50	22.1
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$5,000.00	\$11,000.00	\$0.00	\$7,659.72	\$3,340.28	69.6
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$375.11	\$4,343.84	\$2,656.16	62.1
3.22 POSTAGE	\$5,000.00	\$216.29	\$5,216.29	\$87.81	\$4,033.39	\$1,182.90	77.3
3.23 MILEAGE	\$8,000.00	\$0.00	\$8,000.00	\$528.16	\$6,515.14	\$1,484.86	81.4
3.24 PROFESSIONAL MEETINGS	\$9,000.00	\$0.00	\$9,000.00	\$116.49	\$7,007.36	\$1,992.64	77.9
3.25 FREIGHT	\$3,400.00	\$0.00	\$3,400.00	\$124.93	\$2,198.42	\$1,201.58	64.7
3.26 NETWORKING	\$5,500.00	\$0.00	\$5,500.00	\$420.00	\$8,030.99	(\$2,530.99)	146.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$179.46	\$1,509.78	(\$9.78)	100.7
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$354.51	\$195.49	64.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$100.00	\$100.00	50.0
3.42 OTHER INSURANCE	\$12,500.00	\$0.00	\$12,500.00	\$7,774.25	\$25,206.75	(\$12,706.75)	201.7
3.51 GAS	\$36,000.00	\$0.00	\$36,000.00	\$187.31	\$12,294.36	\$23,705.64	34.2
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$3,007.85	\$35,674.68	\$10,325.32	77.6
3.53 WATER	\$950.00	\$0.00	\$950.00	\$109.35	\$821.25	\$128.75	86.4
3.54 WASTE DISPOSAL SERVICES	\$2,365.00	\$0.00	\$2,365.00	\$188.35	\$2,041.93	\$323.07	86.3
3.61 BUILDING & STRUCTURES	\$46,000.00	\$57,845.00	\$103,845.00	\$1,460.24	\$89,520.43	\$14,324.57	86.2
3.62 EQUIPMENT	\$2,000.00	\$0.00	\$2,000.00	\$132.30	\$1,158.43	\$841.57	57.9
3.72 EQUIPMENT RENTALS	\$230.00	\$0.00	\$230.00	\$9.95	\$181.50	\$48.50	78.9
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$85.00	\$3,070.52	(\$470.52)	118.1
3.94 TRANSFER TO LIRF	\$50,000.00	(\$4,000.00)	\$46,000.00	\$0.00	\$0.00	\$46,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$45.96	\$145.96	\$0.00	\$85.60	\$60.36	58.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$51,872.00	(\$5,000.00)	\$46,872.00	\$1,978.01	\$44,576.01	\$2,295.99	95.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$309,087.00	\$54,107.25	\$363,194.25	\$16,764.57	\$258,597.11	\$104,597.14	71.2
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$19,685.00	\$4,000.00	\$23,685.00	\$130.30	\$16,837.59	\$6,847.41	71.1
4.51 BOOKS	\$145,400.00	\$0.00	\$145,400.00	\$13,881.81	\$125,152.50	\$20,247.50	86.1
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$0.00	\$18,461.15	\$5,538.85	76.9
4.53 NONPRINTED MATERIALS	\$56,350.00	\$0.00	\$56,350.00	\$5,658.05	\$46,282.25	\$10,067.75	82.1
Subtotal	\$245,435.00	\$4,000.00	\$249,435.00	\$19,670.16	\$206,733.49	\$42,701.51	82.9
Grand Total	\$1,481,904.00	\$59,973.45	\$1,541,877.45	\$120,495.78	\$1,246,729.41	\$295,148.04	80.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/5/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$10,966.50	PFEED - Prec. Control A/P#57, Pd 1/14
3/5/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$39,879.00	PFEED - Area Sheet Metal A/P#20, Pd 1/14
5/13/2002	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$45.96	John Rush-found lost book refund;A/P#378
5/13/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,350.00	Repairs to light pole-Herrman & Goetz-A/P#368
6/17/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$1,599.60	COBRA Reimbursement-Filson Jan-Jun '02
7/8/2002	100 OPERATING FUND	3.22 POSTAGE	\$60.36	UPS charges reimbursed on A/R #389 - Sales of Okidata Printer & A/R #390 Alpha Server
7/8/2002	100 OPERATING FUND	3.94 TRANSFER TO LIRF	(\$4,000.00)	Transfer per Board Approval-Security camera & fencing-Dem
7/8/2002	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$4,000.00	Transfer per Board Approval-Security camera & fencing-Dem
7/15/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,218.50	PFEED-Prec. Control A/P #476, Pd 6/10
7/22/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$232.20	COBRA Reimbursement-Filson, July 02.
7/29/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$4,431.00	PFEED-Area Sheet Metal A/P#522, Pd 7/8
8/20/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$34.40	COBRA Reimbursement-Filson July '02 Balance
8/29/2002	100 OPERATING FUND	3.22 POSTAGE	\$8.62	UPS charges reimbursed on A/R #395-Sale of DEC Server
10/7/2002	100 OPERATING FUND	3.22 POSTAGE	\$76.55	UPS charges reimbursed on A/R #388, #392, #393-#395Sale of Equipment
10/7/2002	100 OPERATING FUND	3.22 POSTAGE	\$70.76	UPS charges reimbursed on A/R #391, #394, #396-Sale of Equipment
10/14/2002	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	Per Board Approval 10/14/02
10/14/2002	100 OPERATING FUND	3.98 MAINTENANCE/SERVICE CONTRACTS	(\$5,000.00)	Per Board Approval 10/14/02

Voucher List
Jasper County Public Library

Report Date: From 10/1/2002 To 10/31/2002

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	779	INDIANA DEPARTMENT OF RE	10/18/2002	State & County Tax w/held 25 SEP 02	\$2,446.59
0	788	PAYROLL	10/10/2002	PAYROLL	\$32,525.82
21352	789	ALIAC	10/10/2002	Deferred Comp. Withheld from payroll 10 Oct '02	\$2,175.54
21353	790	ANTHEM BLUE CROSS AND B	10/10/2002	Health Insurance Premium Oct '02	\$5,760.61
0	791	INTERNAL REVENUE SERVICE	10/11/2002	FED & FICA Taxes Withheld- 10 OCT '02	\$7,399.97
21354	792	LA-PORTER FEDERAL CREDIT	10/10/2002	Withheld from payroll 10/10/02	\$175.00
21355	793	NORTHWESTERN INDIANA TE	10/10/2002	Demotte Local Telephone Service OCT '02	\$135.88
21356	794	PLATINUM PLUS FOR BUSINE	10/10/2002	Planner Pads	\$58.85
21357	795	TOWN OF DEMOTTE	10/10/2002	Sewer Service Aug '02-Demotte	\$62.70
21358	796	TOWN OF WHEATFIELD SEW	10/10/2002	Sewer Service OCT '02- Wheatfield	\$41.05
21359	797	AUDIO EDITIONS	10/14/2002	Audiobook	\$26.95
21360	798	AUSTIN BOOK SALES	10/14/2002	Opportunities in...books-Continuations	\$70.41
21361	799	BAKER & TAYLOR	10/14/2002	Books, Continuations, Gift Books, etc.	\$11,287.36
21362	800	BAKER & TAYLOR ENTERTAIN	10/14/2002	Videos	\$224.26
21363	801	BANK ONE TRUST COMPANY,	10/14/2002	Registrar/Paying Agent Fee-9/2002 to 9/2003	\$550.00
21364	802	BARNES & NOBLE	10/14/2002	Books, Audiobooks	\$395.94
21365	803	BROWN'S GARDEN & FLORAL	10/14/2002	Lawn Mowing-June, July	\$750.00
21366	804	CENTRAL STATES SALES CO	10/14/2002	Microfilm bulbs & Track Lighting	\$33.34
21367	805	BRIAN ORBAN	10/14/2002	Lawn Mowing, Pruning 5/9-7/7/02	\$346.00
21368	806	CULLIGAN	10/14/2002	Water Cooler Rental, Oct. -Wh. Lib.	\$59.45
21369	807	DEMCO	10/14/2002	Literature holders, entry mat, bk supports, AV materials, bk pockets, vhs rewinder/cleaner, etc.	\$820.50
0	808	DEMOTTE STATE BANK	10/14/2002	Deposit Slips	\$7.00
21371	809	DIANA KOOS	10/14/2002	Mileage-Bank Deposits	\$20.44
21372	810	DIANE OPOLSKI	10/14/2002	Mileage	\$8.03
21373	811	FASE'S WATER TREATMENT	10/14/2002	Redout @ DeM. Lib.	\$58.50
21424	812	GIESLER ELECTRIC, INC	10/14/2002	Ballast-DeM. Lib. (bookdrop)	\$238.28
21375	813	HERITAGE MICROFILM	10/14/2002	1 yr subsc-NewspaperArchive.com Access Fee	\$99.00
21376	814	HERITAGE OFFICE PRODUCT	10/14/2002	UPS, #3055 DeM. Copier Repairs, Mailing tube	\$195.07
21377	815	HP PRODUCTS CORP.	10/14/2002	M-Fold Towels, Vacuum Bags, Jumbo TP	\$223.45
21378	816	HRS USA	10/14/2002	Software, Books, Videos, Music CDs, DVDs, etc.	\$1,617.74
21379	817	INCOLSA	10/14/2002	E-Library (Big Chalk.com) Subscription, 7/1/02-6/30/02	\$2,673.00
21380	818	INDIANA CHAMBER	10/14/2002	Worker's Compensation Handbook	\$57.75
21381	819	INDIANA DEPT.OF WORKFOR	10/14/2002	3rd Quarter Payment-Workman's Comp	\$59.81
21382	820	INDIANA ONLINE USERS GRO	10/14/2002	IOLUG Fall Mtg., 11/15/02	\$25.00
21383	821	INDIANA STATE LIBRARY	10/14/2002	PLAC Sale-3rd Quarter	\$25.00
21384	822	INGRAM	10/14/2002	Paperbacks	\$293.47
21425	823	INSPIRATIONAL DISTRIBUTOR	10/14/2002	Books, serials	\$45.60
21386	824	JENNIFER L. EVERS	10/14/2002	Mileage-Inventorying	\$64.24
21387	825	KATHRYN B. WEED	10/14/2002	Mileage, IOLUG Membership-Lib. Rep.	\$36.06
21388	826	KIRBY RISK CORPORATION	10/14/2002	Transformer/Ballast Ignitors-Outdoor lights	\$131.86
21389	827	KONE, INC.	10/14/2002	Qtly Elevator Maintenance, 10/1-12/31/02	\$360.00
21390	828	KOUTS HIGH SCHOOL	10/14/2002	Yearbook Ad	\$3.00
21391	829	KANKAKEE VALLEY READING	10/14/2002	Annual Memberships for each Library	\$15.00
21392	830	KVHS NEWSPAPER	10/14/2002	The Spirit Newspaper Ad-KVHS	\$75.00
21393	831	LANDMARK AUDIOBOOKS	10/14/2002	Replacement tape-Harry Potter,Wheat	\$5.00
21394	832	GALE GROUP	10/14/2002	Ency/Associations, Pop.Music, Books, Am. Law Yearbk, Something about/Author	\$1,278.74
21395	833	LINDA THOMPSON	10/14/2002	Prizes for Library Card Sign-up month	\$15.43

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21396	834	MARLENE BEEDLE	10/14/2002	Genealogy book-The Kankakee River	\$10.00
21397	835	OCLC/FOREST PRESS	10/14/2002	Dewey Decimal System Blue Book	\$325.00
21398	836	OMNIGRAPHICS, INC.	10/14/2002	Headquarters USA-book	\$187.25
21399	837	PATTY STRINGFELLOW	10/14/2002	Supplies for Johnny Appleseed program 9/10/02	\$8.10
21400	838	PEGGY WOODS	10/14/2002	Mileage-Inventory & AV trip expenses	\$94.51
21401	839	POWERKIDS PRESS	10/14/2002	Books	\$123.70
21402	840	PRECISION CONTROL SYSTE	10/14/2002	Installed new Valve linkage, extension & nipple- D;Preventive maintenance materials-R	\$125.96
21403	841	PUBLIC EMPLOYEES' RETIRE	10/14/2002	3rd Qtr. Payment-Retirement Plan	\$16,002.52
21404	842	PUBLISHING SALES CONSULT	10/14/2002	Book-Encyclopedia of Careers & Vocational Guidance	\$172.75
21405	843	QUILL	10/14/2002	Planners, tape, index tabs & cards, paper wrist rest	\$262.03
21406	844	RECORDED BOOKS, LLC	10/14/2002	Audiobook-Nicolae	\$5.95
21407	845	REGENT BOOK CO., INC.	10/14/2002	Books-continuations	\$61.99
21408	846	RENEE CARR	10/14/2002	Mileage	\$11.68
21409	847	RENS./REMINGTON CHAMBER	10/14/2002	Annual Membership Dues	\$50.00
21410	848	RENSSELAER REPUBLICAN	10/14/2002	Ad for Lib. Asst @ Demotte	\$101.46
21411	849	RODALE BOOKS	10/14/2002	Books	\$36.44
21412	850	SECURITY COURIERS CORP.	10/14/2002	5 weeks courier service between the branches	\$1,183.34
21413	851	SELECTVIDEO	10/14/2002	Video's	\$79.82
21414	852	SHEILA MAXWELL	10/14/2002	Postage, Mileage & Expenses	\$378.24
21415	853	SMILEMAKERS	10/14/2002	Fall Festival prizes-Rens. Lib.	\$61.75
21416	854	SPRINT	10/14/2002	Payphone-Rens -October '02	\$52.99
21417	855	SUNCOAST #3009	10/14/2002	DVDs, Videos	\$354.69
21418	856	TYSEN'S COUNTRY GROCERY	10/14/2002	Cleaning Supply, Counterparts Mtg. Expense, DeM. Book Discussion Supply	\$38.59
21419	857	UNIQUE MANAGEMENT SERVI	10/14/2002	Collections--August & September'02 Primary & Secondary Placements	\$434.67
21420	858	VIKING OFFICE PRODUCTS	10/14/2002	Tape, Calendars, Silver Markers	\$90.75
21421	859	VIRGINIA VIS	10/14/2002	Cleaning Supplies: The Works, Lysol, Disinfectants, Air Freshner, Mopheads, etc.	\$172.78
21422	860	WAL-MART COMMUNITY BRC	10/14/2002	Ch. Crafts, Videos, DVDs, Chlorox Wipes, Posters, light bulb	\$299.40
21423	861	ZURICH	10/14/2002	Third Installment-Building Insurance & Workman's Comp Ins.	\$7,774.25
0	862	PAYROLL	10/25/2002	PAYROLL	\$32,171.46
21426	863	AFLAC	10/25/2002	Supplemental Insurance Premiums-NOV '02	\$132.70
21427	864	ALIAC	10/25/2002	Deferred Comp. Withheld from Payroll 25 OCT '02	\$2,175.54
21428	865	ANTHEM LIFE	10/25/2002	Life Insurance Premium-NOV '02	\$97.65
21429	866	CITY OF RENSSELAER	10/25/2002	Rensselaer Utilities 9/10 - 10/08/02	\$1,182.70
21430	867	INDIANA LIBRARY FEDERATIO	10/25/2002	Reference Div. Workshop-11/19/02;Tachtiris	\$68.00
21431	868	LA-PORTER FEDERAL CREDIT	10/25/2002	Withheld from Payroll 25 OCT '02	\$175.00
21432	869	NIPSCO	10/25/2002	Utilities-Wheatfield 9/12-10/11/02, Demotte 9/17-10/16/02	\$2,156.91
21433	870	SPRINT	10/25/2002	Local Phone Wheatfield OCT '02	\$137.62
21434	871	SPRINT	10/25/2002	Long Distance SEP '02-Dem & Wheat	\$48.62
21435	872	MIDWAY ELECTRONICS, INC.	10/25/2002	Wireless Communication Rens/Dem Lib. NOV '02	\$420.00
0	873	INTERNAL REVENUE SERVICE	10/28/2002	FICA & FED Tax Withheld from Payroll 25 OCT '02	\$7,273.24

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$147,517.74

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, October 31, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$147,517.74**

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown
October 31, 2002

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,296.57	\$24,343.78
DeMotte	\$978.97	\$9,797.54		
Rensselaer	\$974.96	\$9,591.73		
Wheatfield	\$342.64	\$4,954.51		
PHOTOCOPIES:			\$605.05	\$5,843.77
DeMotte	\$310.20	\$2,499.70		
Rensselaer	\$258.30	\$2,673.17		
Wheatfield	\$36.55	\$670.90		
CARDS:			\$2.00	\$44.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$2.00	\$44.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$1,227.25	\$13,327.12
Checking/Repurchase/Savings	\$1,227.25	\$13,327.12		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$0.00	\$790,607.74
Property Tax	\$0.00	\$404,615.74		
License Excise Tax	\$0.00	\$57,347.59		
Financial Institution Tax	\$0.00	\$589.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$3,840.41		
Local Option/Certified Shares		\$291,716.00		
Local Option/Property Tax Repl.		\$32,499.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$0.00	\$63,728.28
Insurance	\$0.00	\$182.50		
Rebates/Refund	\$0.00	\$159.91		
Postage	\$216.29	\$216.29		
Reimbursements,PFEFF	\$0.00	\$56,495.00		
COBRA/FMLA Reimbursement	\$0.00	\$1,866.20		
Magazine Refunds	\$0.00	\$377.90		
Reimbursements	\$0.00	\$1,360.58		
Telephone refund	\$0.00	\$2,103.24		
Fixed Asset Sales	(\$216.29)	\$966.66		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$4,130.87	\$897,894.69
PLAC FUND:			\$0.00	\$50.00
GIFT FUNDS:			\$1,099.00	\$5,638.25
DeMotte	\$1,014.00	\$3,798.61		
Rensselaer	\$75.00	\$1,648.64		
Wheatfield	\$10.00	\$191.00		
LIBRARY IMPROVEMENT FUND:			\$63.14	\$630.79
BOND & INTEREST REDEMPTION FUND			\$0.00	\$178,137.76
Property Tax	\$0.00	\$178,852.85		
License Excise Tax	\$0.00	(\$3,021.04)		
Financial Institution Tax	\$0.00	\$307.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,998.95		
CAPITAL PROJECTS FUND:			\$569.16	\$94,133.34
Interest Earned	\$569.16	\$5,209.66		
Property Tax	\$0.00	\$80,499.28		
License Excise Tax	\$0.00	\$7,495.26		
Financial Institution Tax	\$0.00	\$123.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$805.64		
HOST/HOSPITALITY FUND:			\$0.00	\$706.18
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$5,862.17	\$1,177,191.01

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:				
FIT Tax Collected	\$5,187.49	\$51,122.40		
FICA Collected	\$4,742.86	\$46,688.72		
State Tax Collected	\$2,020.43	\$19,980.14		
County Tax Collected	\$561.45	\$5,567.08		
Deferred Comp Plan	\$4,351.08	\$39,105.47		
#125 Pre-tax Plan	\$2,699.77	\$29,971.41		
Life/Health Insurance	\$17.80	\$183.00		
PERF	\$2,236.91	\$21,198.47		
Credit Union	\$350.00	\$3,500.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$22,167.79	\$217,316.69
			\$28,029.96	\$1,394,507.70

Voucher List

Jasper County Public Library

Report Date: From 11/1/2002 To 11/11/2002

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21436	874	A & S PLUMBING & HEATING	11/11/2002	Repairs to Men's Bathroom Urinals-D	\$239.27
21437	875	ACE HARDWARE	11/11/2002	Key, Lightbulb, wooden stakes-Dem	\$18.73
21438	876	ALA	11/11/2002	Library Systems Newsletter thru 12/31/03	\$78.00
21439	877	ALCO DISCOUNT STORE #290	11/11/2002	Shelves for Janitor Closet-Dem	\$14.99
21440	878	BAKER & TAYLOR	11/11/2002	Books, Continuations, AV Material	\$5,705.28
21441	879	BAKER & TAYLOR ENTERTAIN	11/11/2002	Videos	\$115.06
21442	880	BETHANY HOUSE PUBLISHER	11/11/2002	Books	\$62.27
21443	881	BIERMA HARDWARE, INC.	11/11/2002	Liquid Nails, Goo Gone, Spray Nine, Light Switch	\$20.75
21444	882	BOWKER	11/11/2002	Books in Print & Subject Guide to BIP	\$1,193.37
21445	883	BROWN'S GARDEN & FLORAL	11/11/2002	Lawn Mowings- August, September	\$1,000.00
21446	884	CENTRAL STATES SALES CO	11/11/2002	Floodlights, Outdoor Bulbs, Microfilm bulbs	\$198.70
21447	885	CHARLOTTE FAGEN	11/11/2002	Mileage, Teen Read Week Prizes, Film Development, Letter Trays, After School Prog. Supplies	\$192.79
21448	886	CHESTER TECHNOLOGIES	11/11/2002	Fuser Unit for Printer-Rens	\$78.40
21449	887	CHESTER TECHNOLOGIES	11/11/2002	Novell Network Upgrade	\$34,104.00
21450	888	CULLIGAN	11/11/2002	Water Cooler Rental Nov '02-Wh Library	\$9.95
21451	889	DELL MARKETING L.P.	11/11/2002	Dell Computer-Dem. Genealogy Dept.	\$998.00
21452	890	DEMCO	11/11/2002	Adjustable height Lectern	\$94.65
21453	891	DIANA KOOY	11/11/2002	Mileage; Deposits & Purchase Fax Machine	\$29.93
21454	892	DIANE KROS	11/11/2002	Mileage; Board Mtg, Wrkshp, Mngmnt Mtg.	\$37.23
21455	893	ELLISON EDUCATIONAL EQUI	11/11/2002	Die Cuts-Duck, Flower (1B), School Bus (1B)	\$100.00
21456	894	EVA CORPORATION	11/11/2002	Morningstar & Value Line 2002 Publishers Increases	\$1,044.00
21457	895	FACTS ON FILE NEWS SERVIC	11/11/2002	Issues & Controversies-Dem	\$446.50
21458	896	GALE GROUP	11/11/2002	Something About the Author-Continuations	\$124.37
21459	897	H. W. WILSON COMPANY	11/11/2002	Readers Guide Print 1/03 - 12/03; Rens & Dem	\$674.00
21460	898	HERITAGE OFFICE PRODUCT	11/11/2002	Name Badges, #3055 Dem. Copier Repairs	\$54.32
21461	899	HP PRODUCTS CORP.	11/11/2002	M-Folds, Paper Towels, Vandalism Remover, Kleenex, Stainless Clrn., Replacement Vacuum Hose	\$649.38
21462	900	INCOLSA	11/11/2002	HeritageQuest Online, Ancestry Plus	\$1,580.50
21463	901	INGRAM	11/11/2002	Books	\$177.98
21464	902	INSPIRATIONAL DISTRIBUTOR	11/11/2002	Books	\$83.73
21465	903	JACKIE SAXON	11/11/2002	Science Fiction/Fantasy Workshop Expense 10/17/02	\$6.30
21466	904	JASPER CO. VETERANS COU	11/11/2002	2 Indiana Flags	\$48.00
21467	905	JENNIFER L. EVERS	11/11/2002	Mileage; Inventory, Management Mtg.	\$32.12
21468	906	KIM DELGER	11/11/2002	Circulation Counterparts Expense 10/23/02	\$8.65
21469	907	KOLORTECH, INC.	11/11/2002	Fluorescent Lights	\$30.79
21470	908	LAKE COUNTY PUBLIC LIBRAR	11/11/2002	Safeguarding Our Patrons' Privacy Teleconference 12/11/02	\$20.00
21471	909	LANDMARK AUDIOBOOKS	11/11/2002	Replacement tape-Fierce Invalids; Wheat	\$5.00
21472	910	LEGAL DIRECTORIES PUBLIS	11/11/2002	Continuation-2002 Indiana Legal Directory	\$57.50
21473	911	LINDA THOMPSON	11/11/2002	Mileage- Indiana Rm. & Reference Wrkshp	\$5.84
21474	912	LISA DAVIS	11/11/2002	Circulation Counterparts Mileage & Expense, Ad in RCHS Sports Program	\$99.46
21475	913	LYNN DAUGHERTY	11/11/2002	Reimburse Rens. Petty Cash	\$29.03
21476	914	LYNN DAUGHERTY	11/11/2002	Mileage & expenses; ISLAC, Directors Counterparts, Bloomington conference	\$115.52
21477	915	MARSHALL CAVENDISH CORP	11/11/2002	Books	\$21.35
21478	916	MEDICAL MEDIA ASSOCIATES	11/11/2002	Woman to Woman Video Series-R	\$90.00
21479	917	OCLC	11/11/2002	Spanish books	\$295.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21480	918	PATTY STRINGFELLOW	11/11/2002	Mileage; FOL Mtg, Board Mtg., Programming Counterparts, Building Prog. Mtg	\$73.72
21481	919	PETERSON'S	11/11/2002	GED English & Social Studies Books	\$31.20
21482	920	POSTMASTER GENERAL	11/11/2002	Stamps; 2000- .37, 100- .45, 50- .83, 100- .60	\$886.50
21483	921	QUILL	11/11/2002	Inkjet & Laser Cartridges, Hole Punch, Tape, Calendar refill & Wall, Correction Ribbon	\$462.39
21484	922	RECORDED BOOKS, LLC	11/11/2002	Audio books & CD's	\$792.00
21485	923	RICHARD W. PAQUE	11/11/2002	Replaced Flashing around ventilation pipes in flat roof-Dem	\$600.00
21486	924	SCHOLASTIC LIBRARY PUBLIS	11/11/2002	Continuations	\$140.56
21487	925	SECURITY COURIERS CORP.	11/11/2002	4 weeks courier service between the branches	\$993.29
21488	926	STAPLES CREDIT PLAN	11/11/2002	Software, floor mat, scissors, book repair storage, clock	\$98.34
21489	927	TALLY SYSTEMS CORPORATI	11/11/2002	CentaMeter Support 1 year	\$700.00
21490	928	THOMAS McNEIL, JOHN McNEI	11/11/2002	Option Agreement	\$1,000.00
21491	929	TOM KROOSWYK PLMBG, HT	11/11/2002	Repair drinking fountain-Wheat	\$246.00
21492	930	TROYER GROUP, INC.	11/11/2002	Architect Services	\$3,577.00
21493	931	TYSEN'S COUNTRY GROCERY	11/11/2002	Book Discussion & Program Supplies-Dem	\$8.96
21494	932	WAL-MART COMMUNITY BRC	11/11/2002	AV Material, Software, Rens. Program Supplies, Table leg caps, clorox wipes, silicone,	\$815.43
Total Amount of Claims					\$60,416.11

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, November 05, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$60,416.11

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

DEC.

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Monday, December 9, 2002, 7:00 PM
Rensselaer Library**

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Approval of board meeting dates for 2003 (R 7)

General Business

- A. Election of Officers 2003 (R 9)
- B. Oaths of office for treasurers' bonds
- C. Friends of the Library (R 10)
- D. December 30 board meeting time

Action
Action
Discussion
Action

Director's Report (R 9-R 11)

Discussion

Items for future Agendas

Public Forum

Adjournment

Present: Anne-Marie Egan, Mike Crawford, Mark Heinig, Sue Deardorff, Joan Floyd, Mari Anne Sayler, Lynn Daugherty, Patty Stringfellow

Consent Agenda & Consent Agenda Items: Minutes of the October 14th board meeting, bills, financial reports, and Meeting Room policy were unanimously approved on a motion by M. Crawford, seconded by M. Sayler.

Health Insurance: The library's health insurance rates will increase 55% in 2003. A motion was made by J. Floyd, seconded by M. Sayler, to raise the out-of-pocket maximum, eliminate dental insurance and pay 80% of the premium for 2003. After discussion, the motion was withdrawn. A motion was made by S. Deardorff, seconded by M. Crawford, to cap the health insurance increase at approximately \$10,000 above the budgeted amount, and let employees determine how they want to reconfigure coverage to stay within that cap. The motion passed unanimously.

Vacation Policy: The board discussed the fact that employees hired prior to 1994 were hired under a policy allowing them to take vacation days in the same year they earned the days. Employees hired after 1994 were required to earn (accrue) vacation in one year and take it the next year. After extended discussion the board voted, on a motion by S. Deardorff, seconded by M. Crawford, to adopt the following policy which will govern only those employees hired before 1994:

Vacation for pre-1994 employees is credited at the rate of 2 days per month and may not be taken before the beginning of the month in which it is earned

- except that during the years 2003-2005 these employees may borrow up to 6 days of unearned vacation when earned days do not give them time enough for a desired vacation. They must earn these 6 days back before being allowed to borrow another 6 days vacation. Employees may only borrow vacation days they would earn within the current year.
- If these employees leave JCPL employ, they will not be paid for unearned vacation days not taken.
- These employees may defer (or accrue) days of their annual earned vacation leave, to be taken in the subsequent year, until they have accumulated 24 days of accrued vacation.

Option To Buy: On a motion by M. Crawford, seconded by M. Sayler, the board authorized the director to sign an Option To Buy a 4 acre parcel in Wheatfield. The Option To Buy is purchased at a cost of \$1,000 and will be in effect until March 31, 2003, when the library must purchase the land at a cost of \$70,000 or extend the option until

June 30, 2003 at a cost of \$500, or forfeit their option.

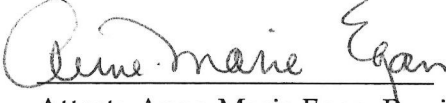
Wheatfield Expansion Project: The Board expressed approval of the concept of adding a Learning Center focus to the building program at Wheatfield, with the understanding that this would not increase the square footage of the building or an increased need for staff.

December 30 board meeting: There will be a regular board meeting on Monday, December 9, at 7 PM and an end-of-the-year board meeting on December 30, at a time to be decided. Mark, Mari Anne, Sue and Anne-Marie will all be available for that meeting.

Adjournment: The board adjourned at 8:15 PM on a motion by M. Crawford, seconded by J. Floyd.



Mark Heinig, Secretary



Attest: Anne-Marie Egan, President

November 2002

DEMOTTE

RENSSELAER

WHEATFIELD

Added Vols.	Withdrew Vols.	Circu- lation
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Added Vols.	Withdrew Vols.	Circu- lation
----------------	-------------------	--------------------------

Added Vols.	Withdrew Vols.	Circu- lation
----------------	-------------------	--------------------------

**Total
Circ.**

[illegible]

Fiction	120	1,786	78	51	2,014	62	80	805	4,605
Nonfiction	95	1,409	115	0	1,260	46	17	550	3,219

Fiction	52	1,910	31	4	1,971	34	3	998	4,879
Nonfiction	4	642	5	0	889	10	5	294	1,825

Fiction	27	110	5	0	238	6	0	83	431
Nonfiction	2	55	2	0	99	0	0	33	187

Magazines,Adult	717	304	218	1,239
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Magazines, Child	96	9	24	129
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Games, Toys	3	13	8	24
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Internet Use	168	511	131	810
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Sound Rec/Adult	16	515	32	0	571	4	0	328	1,414
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Sound Rec/Child	0	126	1	0	111	0	0	36	273
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[illegible]

Software	2	187	7	0	151	4	0	61	399
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Vertical Files	0	78	0	0	9	0	0	11	98
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VHS/DVD	10	1 370	35	0	1 997	5	0	869	4 236
---------	----	-------	----	---	-------	---	---	-----	-------

Equipment	2	0	0	2
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TOTAL	328	0	9 174	311	55	10 147	171	105	4 449	23 770
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[illegible]

DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	53,338	63,666	30,479
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Percent Increase/Decrease	6.1%	-12.9%	0.9%
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[illegible]

MONTHLY SYSTEM STATISTICS

2001

2002

% change

Circulation	24,710	23,770	-3.8%
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Jan. to date circulation	273,814	284,686	4.0%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
12,759	12,879	12,432	12,459	7,695	7,677 Fiction
15,403	15,498	21,510	21,625	8,288	8,317 Nonfiction
					CHILDREN'S BKS
10,817	10,869	12,995	13,022	6,328	6,359 Fiction
8,309	8,313	8,284	8,289	3,942	3,947 Nonfiction
					YA BOOKS
1,833	1,860	2,441	2,446	1,296	1,302 Fiction
564	566	537	539	139	139 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
					Internet Use
1,271	1,287	1,977	2,009	1,332	1,336 Sound Rec/Adult
330	330	398	399	289	289 Sound Rec/Child
25	25	16	16	1	1 Online Databases
188	190	238	245	144	148 Software
					Vertical Files
1,509	1,519	2,440	2,475	957	962 VHS/DVD
2	2	2	2	2	2 Equipment
53,010	53,338	63,410	63,666	30,413	30,479 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

November 2002

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	137	30	140	30	159	34	436	94
LOCAL HISTORY								
In person	1	0	12	3		0	13	4
Letters written	2	2	8	8		0	10	10
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	46	4	80	7	14	1	140	12
VCR Use		0		0		0	0	0
Microforms		0	60	8		0	60	8
CD ROM/Online databases	117	10	254	21	85	7	456	38
Typewriter use	1	0		0		0	1	0
Other equipment used		0	2	1		0	2	1
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	3	2	13	9		0	16	11
Notarized documents	1	0	11	3	3	1	15	4
Meeting Room Use (no. of groups)	49	16	25	8	24	8	98	33
Study room use	35	3	24	2		0	59	5
INTERLIBRARY LOANS								
Requests made for:	37	9	87	22	31	8	155	39
Items rec'd for:	43	22	61	31	20	10	124	62
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8335	8542	3411	20288
Non-resident, paying	9	24	2	35
PLAC card users	0	3	0	3
Reciprocal borrowers	496	327	26	849

PROGRAMS

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
Programs for all ages	0	0	3	18	0	0	3	18
Children's Programs (0-13) Number attending	18	108	12	72		0	30	180
	381		262				643	
YA Programs (14-17) Number attending	3	18	1	6		0	4	24
	35		19				54	
Adult Programs Number attending	7	42	7	42	1	6	15	90
	133		151		6		290	
Senior Citizen Programs Number attending	0	0	4	24	1	6	5	30
	3		55		9		67	
Total Number of Programs	28	168	27	162	2	12	57	342
Total Persons Attending	552		487		15		1054	
Total Attending Same Month Last Yr.	452		421		55		928	
Total Staff Hours Spent		266		314		81		661
Hours Spent Same Month last year		270		281		84		635

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6710	73.8%	6997	69.6%	3472	78.6%	17179	72.9%
Corporate	22	0.2%	147	1.5%	48	1.1%	217	0.9%
Juvenile 0-11	1040	11.4%	1217	12.1%	416	9.4%	2673	11.3%
Nonresident No Fee	82	0.9%	331	3.3%	157	3.6%	570	2.4%
Nonresident Fee		0.0%	11	0.1%		0.0%	11	0.0%
Reciprocal	452	5.0%	229	2.3%	17	0.4%	698	3.0%
School	7	0.1%	8	0.1%		0.0%	15	0.1%
St. Joseph College	1	0.0%	233	2.3%		0.0%	234	1.0%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	473	5.2%	611	6.1%	230	5.2%	1314	5.6%
YA 12-17	306	3.4%	268	2.7%	78	1.8%	652	2.8%
Total	9093		10052		4418		23563	
All items borrowed by nonresidents	542	6.0%	812	8.1%	174	3.9%	1528	6.5%

CIRCULATION BY HOLDINGS CODE

November 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	9			9
Award Winner JFIC (DAJFIC)	13		3	16
Award Winner JNF (DAJNF)	2			2
Award Winner JPFIC (DAJBPF)	1			1
Award Winner YAFIC (DAYAF)	6		2	8
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	60	5		65
Books on CD (DBKCD)	35	1		36
Books on Tape (DBKT)	142	5	2	149
Compact Disc (DCD)	302	6	6	314
DVD	332		1	333
Equipment (DEQP)	2			2
See librarian (DERR)				0
Express Book (DEXP)	42			42
Fiction (DFIC)	1352	52	48	1452
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	168			168
Juv. Biography (DJBIO)	39	5	1	45
Juv. Book on CD (DJBKCD)	4			4
Juv. Book on Tape (DJBKT)	91			91
Juv. Compact Disc (DJCD)	21			21
Juvenile Easy (DJE)	902	7	2	911
Juv. Easy Reader (DJER)	361		2	363
Juv. Fiction (DJFIC)	311	3	10	324
Juv. Holiday books (DJHOL)	9			9
Juv. Magazine (DJMAG)	96			96
Juv. Music Cassette (DJMC)	6			6
Juv. Nonfiction (DJNF)	557	5	3	565
Juv. Nonfic Text Bk (DJNFTB)	3			3
Juv. Paperback fic (DJPBF)	278	3	2	283
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	91		2	93
Large Print Nonfic (DLPNF)	4			4
Magazine (DMAG)	716	5	4	725
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1206	38	31	1275
Nonfiction VHS (DNFVHS)	63	3	1	67
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	10			10
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)	1			1
Spanish Collection (DSPA)	15			15
Software (DSWAR)	186	3		189
Vertical File (DVF)	29			29
VHS	967	4		971

YA Biography (DYAB)	6			6
YA Books on CD (DYABKCD)	6			6
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	39		1	40
YA Nonfiction (DYANF)	43	3		46
YA Paperback Fic (DYAPBF)	52	6		58
Award Winner JBIO (RAJBIO)		1		1
Award Winner JE (RAJE)		11		11
Award Winner JFIC (RAJFIC)		7		7
Award Winner JNF (RAJNF)		4		4
Award Winner JPFIC (RAJPBF)		9		9
Award Winner YAFIC (RAYAF)		4		4
Award Winner YAPFIC (RAYPBF)		2		2
Biography (RBIO)	3	120		123
Books on CD (RBKCD)	4	67	1	72
Books on Tape (RBKT)	5	158	1	164
Compact Disc (RCD)	10	269	5	284
DVD	1	640		641
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		110		110
Fiction (RFIC)	45	1231	35	1311
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)	3	13		16
Internet (RINTER)		511		511
Juv. Biography (RJBIO)		32		32
Juv. Book on CD (RJBKCD)				0
Juv. Book on Tape (RJBKT)		92		92
Juv. Compact Disc (RJCD)		13		13
Juvenile Easy (RJE)	10	1008	3	1021
Juv. Easy Reader (RJER)	5	278		283
Juv. Fiction (RJFIC)	7	364	7	378
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		9		9
Juv. Music Cassette (RJMC)	1	6		7
Juv. Nonfiction (RJNF)	17	837	8	862
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)		272	11	283
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)		50		50
Large Print Nonfic (RLPNF)		3		3
Magazine (RMAG)	1	299		300
Music Cassette (RMCAS)		1		1
Nonfiction (RNFIC)	37	961	17	1015
Nonfiction VHS (RNFVHS)	1	68	1	70
Professional Coll. (RPRO)	2			2
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		1		1
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	10	15		25
Software (RSWAR)	1	144	1	146
Vertical File (RVF)		9		9

VHS	4	1278	5	1287
YA Biography (RYAB)		12		12
YA Books on CD (RYABKCD)		1		
YA Books on Tape (RYABKT)		11		11
YA Fiction (RYAF)	7	100	1	108
YA Nonfiction (RYANF)	5	81		86
YA Paperback Fic (RYAPBF)	1	120	2	123
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)			2	2
Award Winner JFIC (WAJFIC)			1	1
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)			1	1
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	3	10	24	37
Books on CD (WBKCD)	2	3	16	21
Books on Tape (WBKT)	1	14	77	92
Compact Disc (WCD)	8	9	220	237
DVD			184	184
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)				0
Fiction (WFIC)	50	30	564	644
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			131	131
Juv. Biography (WJBIO)	1		27	28
Juv. Book on CD (WJBKCD)				0
Juv. Book on Tape (WJBKT)	2		26	28
Juv. Compact Disc (WJCD)			7	7
Juvenile Easy (WJE)		3	566	569
Juv. Easy Reader (WJER)	2		181	183
Juv. Fiction (WJFIC)	10	4	121	135
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			24	24
Juv. Music Cassette (WJMC)	1		3	4
Juv. Nonfiction (WJNF)	4	4	255	263
Juv. Nonfic Text Bk (WJNFTB)				0
Juv. Paperback fic (WJPBF)	1	2	87	90
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)			13	13
Large Print Nonfic (WLPNF)		1	4	5
Magazine (WMAG)			214	214
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	23	20	434	477
Nonfiction VHS (WNFVHS)		2	22	24
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)	9		9	18
Software (WSWAR)		4	60	64

Vertical File (WVF)			4	4
VHS	2	2	655	659
YA Biography (WYAB)			1	1
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)		1		1
YA Fiction (WYAF)	3	3	42	48
YA Nonfiction (WYANF)	1	3	32	36
YA Paperback Fic (WYAPBF)	2	3	34	39
TOTAL	8883	9494	4260	22636

CIRCULATION BY HOLDINGS CODE
September 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	1	0	1
Award Winner JE (AJE)	9	11	2	22
Award Winner JFIC (AJF)	13	7	4	24
Award Winner JNF (AJNF)	2	4	0	6
Award Winner JPFIC (AJPF)	1	9	0	10
Award Winner YAFIC (AYAF)	6	4	3	13
Award Winner YAPFIC (YAYPBF)	0	2	0	2
Biography (BIO)	66	135	24	225
Books on CD (BKCD)	41	71	17	129
Books on Tape (BKT)	148	188	80	416
Compact Disc (CD)	320	284	231	835
DVD	333	640	185	1158
Equipment (EQP)	2	0	0	2
See librarian (ERR)	0	0	0	0
Express Book (EXP)	42	110	0	152
Fiction (FIC)	1447	1313	647	3407
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	3	13	0	16
Internet (INTR)	168	511	131	810
Juv. Biography (JBIO)	40	37	28	105
Juv. Book on CD (JBKD)	4	0	0	4
Juv. Book on Tape (JBKT)	93	92	26	211
Juv. Compact Disc (JCD)	21	13	7	41
Juvenile Easy (JE)	912	1018	571	2501
Juv. Easy Reader (JER)	368	278	183	829
Juv. Fiction (JFIC)	328	371	138	837
Juv. Holiday (JHOL)	9	0	0	9
Juv. Magazine (JMAG)	96	9	24	129
Juv. Music Cassette (JMC)	8	6	3	17
Juv. Nonfiction (JNF)	578	846	266	1690
Juv. Nonfic Text Bk (JNFT)	3	0	0	3
Juv. Paperback fic (JPBF)	279	277	100	656
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	91	50	15	156
Large Print Nonfic (LPNF)	4	4	4	12
Magazine (MAG)	717	304	218	1239
Music Cassette (MCAS)	0	1	0	1
Nonfiction (NFIC)	1266	1019	482	2767
Nonfiction VHS (NFVH)	64	73	24	161
Professional Coll. (PROF)	2	0	0	2

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	10	1	0	11
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	37	87	31	155
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	34	15	9	58
Software (SWAR)	187	151	61	399
Vertical File (VF)	78	9	11	98
VHS	973	1284	660	2917
YA Biography (YAB)	6	12	1	19
YA Books on CD (YABKCD)	6	1	0	6
YA Books on Tape (YABKT)	0	12	0	12
YA Fiction (YAF)	49	103	44	196
YA Nonfiction (YANF)	49	87	32	168
YA Paperback Fic (YAPBF)	55	129	36	220
				0
Free reads	206	541	143	890
Puzzles			8	8
Talking books		14		14
Assignment Shelf Books				0
TOTAL	9174	10147	4449	23769

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1786	2014	805	4605
Nonfiction	1409	1260	550	3219
CHILDREN'S BOOKS				
Fiction	1910	1971	998	4879
Nonfiction	642	889	294	1825
YA BOOKS				
Fiction	110	238	83	431
Nonfiction	55	99	33	187
Magazines, Adult	717	304	218	1239
Magazines, Children	96	9	24	129
Games, Toys	3	13	8	24
Internet use	168	511	131	810
Sound Recordings, adult	515	571	328	1414
Sound Recordings, ch	126	111	36	273
Online databases	0	0	0	0
Software	187	151	61	399
Vertical file	78	9	11	98
VHS/DVD	1370	1997	869	4236
Equipment	2	0	0	2
Total	9174	10147	4449	23770

Board Meeting Dates

2003

**Meetings are held at 7:00 P.M. at the Rensselaer Library
unless otherwise noted**

Monday, January 13

Technical Services Librarian, System Administrator's Reports

Monday, February 10

Rensselaer Librarian & Youth Services Librarian's Reports

Monday, March 10

Monday, April 14 (at DeMotte)

DeMotte Librarian & Children's Specialist Reports

Monday, May 12

Monday, June 9

Monday, July 14

Monday, August 11

Monday, August 25 (Special Budget meeting)

Monday, September 8 (at Wheatfield)

Wheatfield Librarian & Children's Specialist Reports

Monday, October 13

Monday, November 10

Monday, December 8

Monday, December 29 (Special Year End meeting)

JCPL FINANCIAL STATEMENT

November 30, 2002

	<u>Beginning 2002 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$629,140.15	\$109,289.48	\$1,356,018.89	\$328,461.80	\$1,226,356.49	\$499,477.75
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00
Gift Fund	\$3,572.06	\$999.00	\$7,418.00	\$0.00	\$5,638.25	\$1,792.31
DeMotte	\$479.94	\$999.00	\$4,006.91	\$0.00	\$3,798.61	\$271.64
Rensselaer	\$2,252.64	\$0.00	\$2,490.65	\$0.00	\$1,648.64	\$1,410.63
Wheatfield	\$839.48	\$0.00	\$920.44	\$0.00	\$191.00	\$110.04
Library Improvement Reserve Fund	\$47,593.91	\$0.00	\$0.00	\$65.12	\$695.91	\$48,289.82
Bond & Interest Redemption Fund	\$110,881.49	\$0.00	\$61,647.50	\$0.00	\$178,137.76	\$227,371.75
Includes Investments of:						
Capital Projects Fund	\$231,687.24	\$27,026.76	\$29,193.00	\$585.50	\$94,718.84	\$297,213.08
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$797.93	\$91.75	\$797.93	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,417.30	\$56,539.70	\$5,417.30	\$56,539.70	\$0.00
FICA Tax Collected	\$0.00	\$4,884.34	\$51,573.06	\$4,884.34	\$51,573.06	\$0.00
State Tax Collected	\$1,844.37	\$2,020.43	\$21,824.51	\$2,084.36	\$22,064.50	\$2,084.36
County Tax Collected	\$507.51	\$561.45	\$6,074.59	\$580.98	\$6,148.06	\$580.98
Deferred Comp.	\$0.00	\$4,351.08	\$43,456.55	\$4,351.08	\$43,456.55	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,699.75	\$32,671.14	\$2,699.74	\$32,671.15	\$0.01
Employee Health/Life Insur.	\$0.00	\$17.80	\$200.80	\$17.80	\$200.80	\$0.00
Employee P.E.R.F.	\$5,086.23	\$0.00	\$24,047.79	\$2,230.92	\$23,429.39	\$4,467.83
Credit Union	\$0.00	\$400.00	\$3,900.00	\$400.00	\$3,900.00	\$0.00
TOTAL ALL FUNDS.....	\$1,030,522.96	\$157,667.39	\$1,695,413.46	\$351,870.69	\$1,746,378.39	\$1,081,487.89

Bank Balances
Jasper County Public Library
Report as of: 11/30/2002

<i>Bank</i>		
1	Peoples State Bank	\$1,022,028.54
2	Demotte State Bank	\$10,959.53
3	Lafayette Bank & Trust-LIRF	\$48,289.82
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$1,081,487.89</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for

100 OPERATING FUND

Jasper County Public Library

Report Date: From 11/1/2002 To 11/30/2002

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.1 SALARIES AND WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
1.11 SALARY OF LIBRARIAN	\$48,776.00	\$0.00	\$48,776.00	\$4,064.66	\$44,646.26	\$4,129.74	91.5
1.12 SALARY OF ASSISTANTS	\$672,085.00	\$0.00	\$672,085.00	\$58,987.23	\$624,787.23	\$47,297.77	93.0
1.13 WAGES OF JANITORS	\$44,317.00	\$0.00	\$44,317.00	\$3,495.14	\$37,390.58	\$6,926.42	84.4
1.21 EMPLOYER'S SHARE-FICA	\$58,446.00	\$0.00	\$58,446.00	\$4,884.34	\$51,573.06	\$6,872.94	88.2
1.22 UNEMPLOYMENT COMPENSATION	\$513.00	\$0.00	\$513.00	\$0.00	\$1,491.10	(\$978.10)	290.7
1.23 EMPLOYER'S CONTRIB.- PERF	\$37,372.00	\$0.00	\$37,372.00	\$0.00	\$35,759.68	\$1,612.32	95.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$34,848.00	\$1,866.20	\$36,714.20	\$3,264.11	\$37,852.76	(\$1,138.56)	103.1
1.31 OTHER PERSONAL SERVICES	\$750.00	\$0.00	\$750.00	\$0.00	\$387.25	\$362.75	51.6
Subtotal	\$897,107.00	\$1,866.20	\$898,973.20	\$74,695.48	\$833,887.92	\$65,085.28	92.8
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$0.00	\$101.91	\$648.09	13.6
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$352.95	\$97.05	78.4
2.13 OTHER OFFICE SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$487.37	\$7,473.07	(\$973.07)	115.0
2.21 CLEANING & SANITATION SUPPLIES	\$4,200.00	\$0.00	\$4,200.00	\$633.05	\$3,754.61	\$445.39	89.4
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$328.64	\$1,836.06	\$2,163.94	45.9
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$138.59	\$848.75	\$351.25	70.7
2.32 PAINT AND PAINTING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$1.70	\$372.06	\$27.94	93.0
2.41 LIBRARY SUPPLIES	\$12,615.00	\$0.00	\$12,615.00	\$295.81	\$9,269.01	\$3,345.99	73.5
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$83.11	\$66.89	55.4
Subtotal	\$30,275.00		\$30,275.00	\$1,885.16	\$24,091.53	\$6,183.47	79.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charge</i>							
3.12 ENGINEERING & ARCH. SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$2,212.50	\$7,787.50	22.1
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$5,000.00	\$11,000.00	\$6,852.00	\$14,511.72	(\$3,511.72)	131.9
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$229.66	\$4,573.50	\$2,426.50	65.3
3.22 POSTAGE	\$5,000.00	\$216.29	\$5,216.29	\$915.53	\$4,948.92	\$267.37	94.9
3.23 MILEAGE	\$8,000.00	\$0.00	\$8,000.00	\$412.84	\$6,927.98	\$1,072.02	86.6
3.24 PROFESSIONAL MEETINGS	\$9,000.00	\$0.00	\$9,000.00	\$215.14	\$7,222.50	\$1,777.50	80.3
3.25 FREIGHT	\$3,400.00	\$0.00	\$3,400.00	\$135.13	\$2,333.55	\$1,066.45	68.6
3.26 NETWORKING	\$5,500.00	\$0.00	\$5,500.00	\$420.00	\$8,450.99	(\$2,950.99)	153.7
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,434.78	\$65.22	95.7
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$60.00	\$489.51	\$60.49	89.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$100.00	\$100.00	50.0
3.42 OTHER INSURANCE	\$12,500.00	\$0.00	\$12,500.00	\$0.00	\$25,206.75	(\$12,706.75)	201.7
3.51 GAS	\$36,000.00	\$0.00	\$36,000.00	\$253.60	\$12,547.96	\$23,452.04	34.9
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$420.71	\$36,095.39	\$9,904.61	78.5
3.53 WATER	\$950.00	\$0.00	\$950.00	\$0.00	\$821.25	\$128.75	86.4
3.54 WASTE DISPOSAL SERVICES	\$2,365.00	\$0.00	\$2,365.00	\$103.75	\$2,145.68	\$219.32	90.7
3.61 BUILDING & STRUCTURES	\$46,000.00	\$57,845.00	\$103,845.00	\$2,085.27	\$91,605.70	\$12,239.30	88.2
3.62 EQUIPMENT	\$2,000.00	\$0.00	\$2,000.00	\$123.72	\$1,282.15	\$717.85	64.1
3.72 EQUIPMENT RENTALS	\$230.00	\$0.00	\$230.00	\$9.95	\$191.45	\$38.55	83.2
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$0.00	\$3,070.52	(\$470.52)	118.1
3.94 TRANSFER TO LIRF	\$50,000.00	(\$4,000.00)	\$46,000.00	\$0.00	\$0.00	\$46,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$45.96	\$145.96	\$0.00	\$85.60	\$60.36	58.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$51,872.00	(\$5,000.00)	\$46,872.00	\$1,693.29	\$46,269.30	\$602.70	98.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$309,087.00	\$54,107.25	\$363,194.25	\$13,930.59	\$272,527.70	\$90,666.55	75.0
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	(\$1,000.00)	0.0
4.4 FURNITURE & EQUIPMENT	\$19,685.00	\$4,000.00	\$23,685.00	\$112.27	\$16,949.86	\$6,735.14	71.6
4.51 BOOKS	\$145,400.00	\$0.00	\$145,400.00	\$7,559.14	\$132,711.64	\$12,688.36	91.3
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$2,626.70	\$21,087.85	\$2,912.15	87.9
4.53 NONPRINTED MATERIALS	\$56,350.00	\$0.00	\$56,350.00	\$7,480.14	\$53,762.39	\$2,587.61	95.4
Subtotal	\$245,435.00	\$4,000.00	\$249,435.00	\$18,778.25	\$225,511.74	\$23,923.26	90.4
Grand Total	\$1,481,904.00	\$59,973.45	\$1,541,877.45	\$109,289.48	\$1,356,018.89	\$185,858.56	87.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/5/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$10,966.50	PFEED - Prec. Control A/P#57, Pd 1/14
3/5/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$39,879.00	PFEED - Area Sheet Metal A/P#20, Pd 1/14
5/13/2002	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$45.96	John Rush-found lost book refund;A/P#378
5/13/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,350.00	Repairs to light pole-Herrman & Goetz-A/P#368
6/17/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$1,599.60	COBRA Reimbursement-Filson Jan-Jun '02
7/8/2002	100 OPERATING FUND	3.22 POSTAGE	\$60.36	UPS charges reimbursed on A/R #389 - Sales of Okidata Printer & A/R #390 Alpha Server
7/8/2002	100 OPERATING FUND	3.94 TRANSFER TO LIRF	(\$4,000.00)	Transfer per Board Approval-Security camera & fencing-Dem
7/8/2002	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$4,000.00	Transfer per Board Approval-Security camera & fencing-Dem
7/15/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,218.50	PFEED-Prec. Control A/P #476, Pd 6/10
7/22/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$232.20	COBRA Reimbursement-Filson, July 02.
7/29/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$4,431.00	PFEED-Area Sheet Metal A/P#522, Pd 7/8
8/20/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$34.40	COBRA Reimbursement-Filson July '02 Balance
8/29/2002	100 OPERATING FUND	3.22 POSTAGE	\$8.62	UPS charges reimbursed on A/R #395-Sale of DEC Server
10/7/2002	100 OPERATING FUND	3.22 POSTAGE	\$76.55	UPS charges reimbursed on A/R #388, #392, #393-#395Sale of Equipment
10/7/2002	100 OPERATING FUND	3.22 POSTAGE	\$70.76	UPS charges reimbursed on A/R #391, #394, #396-Sale of Equipment
10/14/2002	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	Per Board Approval 10/14/02
10/14/2002	100 OPERATING FUND	3.98 MAINTENANCE/SERVICE CONTRACTS	(\$5,000.00)	Per Board Approval 10/14/02

Voucher List**Jasper County Public Library****Report Date: From 11/1/2002 To 11/30/2002**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21436	874	A & S PLUMBING & HEATING	11/11/2002	Repairs to Men's Bathroom Urinals-D	\$239.27
21437	875	ACE HARDWARE	11/11/2002	Key, Lightbulb, wooden stakes-Dem	\$18.73
21438	876	ALA	11/11/2002	Library Systems Newsletter thru 12/31/03	\$78.00
21439	877	ALCO DISCOUNT STORE #290	11/11/2002	Shelves for Janitor Closet-Dem	\$14.99
21440	878	BAKER & TAYLOR	11/11/2002	Books, Continuations, AV Material	\$5,705.28
21441	879	BAKER & TAYLOR ENTERTAIN	11/11/2002	Videos	\$115.06
21442	880	BETHANY HOUSE PUBLISHER	11/11/2002	Books	\$62.27
21443	881	BIERMA HARDWARE, INC.	11/11/2002	Liquid Nails, Goo Gone, Spray Nine, Light Switch	\$20.75
21444	882	BOWKER	11/11/2002	Books in Print & Subject Guide to BIP	\$1,193.37
21445	883	BROWN'S GARDEN & FLORAL	11/11/2002	Lawn Mowings- August, September	\$1,000.00
21446	884	CENTRAL STATES SALES CO	11/11/2002	Floodlights, Outdoor Bulbs, Microfilm bulbs	\$198.70
21447	885	CHARLOTTE FAGEN	11/11/2002	Mileage, Teen Read Week Prizes, Film Development, Letter Trays, After School Prog. Supplies	\$192.79
21448	886	CHESTER TECHNOLOGIES	11/11/2002	Fuser Unit for Printer-Rens	\$78.40
21449	887	CHESTER TECHNOLOGIES	11/11/2002	Novell Network Upgrade	\$34,104.00
21450	888	CULLIGAN	11/11/2002	Water Cooler Rental Nov '02-Wh Library	\$9.95
21451	889	DELL MARKETING L.P.	11/11/2002	Dell Computer-Dem. Genealogy Dept.	\$998.00
21452	890	DEMCO	11/11/2002	Adjustable height Lectern	\$94.65
21453	891	DIANA KOOY	11/11/2002	Mileage; Deposits & Purchase Fax Machine	\$29.93
21454	892	DIANE KROS	11/11/2002	Mileage; Board Mtg, Wrkshp, Mngmnt Mtg.	\$37.23
21455	893	ELLISON EDUCATIONAL EQUI	11/11/2002	Die Cuts-Duck, Flower (1B), School Bus (1B)	\$100.00
21456	894	EVA CORPORATION	11/11/2002	Morningstar & Value Line 2002 Publishers Increases	\$1,044.00
21457	895	FACTS ON FILE NEWS SERVIC	11/11/2002	Issues & Controversies-Dem	\$446.50
21458	896	GALE GROUP	11/11/2002	Something About the Author-Continuations	\$124.37
21459	897	H. W. WILSON COMPANY	11/11/2002	Readers Guide Print 1/03 - 12/03; Rens & Dem	\$674.00
21460	898	HERITAGE OFFICE PRODUCT	11/11/2002	Name Badges, #3055 Dem. Copier Repairs	\$54.32
21461	899	HP PRODUCTS CORP.	11/11/2002	M-Folds, Paper Towels, Vandalism Remover, Kleenex, Stainless Clrn., Replacement Vacuum Hose	\$649.38
21462	900	INCOLSA	11/11/2002	HeritageQuest Online, Ancestry Plus	\$1,580.50
21463	901	INGRAM	11/11/2002	Books	\$177.98
21464	902	INSPIRATIONAL DISTRIBUTOR	11/11/2002	Books	\$83.73
21465	903	JACKIE SAXON	11/11/2002	Science Fiction/Fantasy Workshop Expense 10/17/02	\$6.30
21466	904	JASPER CO. VETERANS COU	11/11/2002	2 Indiana Flags	\$48.00
21467	905	JENNIFER L. EVERS	11/11/2002	Mileage; Inventory, Management Mtg.	\$32.12
21468	906	KIM DELGER	11/11/2002	Circulation Counterparts Expense 10/23/02	\$8.65
21503	907	KOLORTECH, INC.	11/11/2002	Fluorescent Lights	\$29.59
21470	908	LAKE COUNTY PUBLIC LIBRAR	11/11/2002	Safeguarding Our Patrons' Privacy Teleconference 12/11/02	\$20.00
21471	909	LANDMARK AUDIOBOOKS	11/11/2002	Replacement tape-Fierce Invalids; Wheat	\$5.00
21472	910	LEGAL DIRECTORIES PUBLIS	11/11/2002	Continuation-2002 Indiana Legal Directory	\$57.50
21473	911	LINDA THOMPSON	11/11/2002	Mileage- Indiana Rm. & Reference Wrkshp	\$5.84
21474	912	LISA DAVIS	11/11/2002	Circulation Counterparts Mileage & Expense, Ad in RCHS Sports Program	\$99.46
21475	913	LYNN DAUGHERTY	11/11/2002	Reimburse Rens. Petty Cash	\$29.03
21476	914	LYNN DAUGHERTY	11/11/2002	Mileage & expenses; ISLAC, Directors Counterparts, Bloomington conference	\$115.52
21477	915	MARSHALL CAVENDISH CORP	11/11/2002	Books	\$21.35
21478	916	MEDICAL MEDIA ASSOCIATES	11/11/2002	Woman to Woman Video Series-R	\$90.00
21479	917	OCLC	11/11/2002	Spanish books	\$295.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21480	918	PATTY STRINGFELLOW	11/11/2002	Mileage;FOL Mtg, Board Mtg., Programming Counterparts, Building Prog. Mtg	\$73.73
21481	919	PETERSON'S	11/11/2002	GED English & Social Studies Books	\$31.20
21482	920	POSTMASTER GENERAL	11/11/2002	Stamps; 2000- .37, 100- .45, 50- .83, 100- .60	\$886.50
21483	921	QUILL	11/11/2002	Inkjet & Laser Cartridges, Hole Punch, Tape, Calendar refill & Wall, Correction Ribbon	\$462.39
21484	922	RECORDED BOOKS, LLC	11/11/2002	Audio books & CD's	\$792.00
21485	923	RICHARD W. PAQUE	11/11/2002	Replaced Flashing around ventilation pipes in flat roof-Dem	\$600.00
21486	924	SCHOLASTIC LIBRARY PUBLIS	11/11/2002	Continuations	\$140.56
21487	925	SECURITY COURIERS CORP.	11/11/2002	4 weeks courier service between the branches	\$993.29
21488	926	STAPLES CREDIT PLAN	11/11/2002	Software, floor mat, scissors, book repair storage, clock	\$98.34
21489	927	TALLY SYSTEMS CORPORATI	11/11/2002	CentaMeter Support 1 year	\$700.00
21490	928	THOMAS McNEIL, JOHN McNEI	11/11/2002	Option Agreement	\$1,000.00
21491	929	TOM KROOSWYK PLMBG, HT	11/11/2002	Repair drinking fountain-Wheat	\$246.00
21492	930	TROYER GROUP, INC.	11/11/2002	Architect Services	\$3,577.00
21493	931	TYSEN'S COUNTRY GROCERY	11/11/2002	Book Discussion & Program Supplies-Dem	\$8.96
21494	932	WAL-MART COMMUNITY BRC	11/11/2002	AV Material, Software, Rens. Program Supplies, Table leg caps, clorox wipes, silicone,	\$815.43
0	933	PAYROLL	11/8/2002	PAYROLL	\$33,927.95
21495	934	ALIAC	11/8/2002	Deferred Comp. Withheld from Payroll 8 NOV '02	\$2,175.54
21496	935	ANTHEM BLUE CROSS AND B	11/8/2002	Health Insurance Premium NOV '02	\$5,760.61
21497	936	JOURNAL AND COURIER	11/8/2002	Annual Subscription 11/7/02 - 11/7/03	\$265.20
21498	937	LA-PORTER FEDERAL CREDIT	11/8/2002	Withheld from Payroll 8 NOV '02	\$175.00
21499	938	PLATINUM PLUS FOR BUSINE	11/8/2002	IPLA Wrkshp, Book, AV Material, Limestone	\$392.93
21500	939	TOWN OF DEMOTTE	11/8/2002	Sewer Service SEP '02-Demotte	\$62.70
21501	940	TOWN OF WHEATFIELD SEW	11/8/2002	Sewer Service NOV '02-Wheatfield	\$41.05
21502	941	USA TODAY	11/8/2002	Newspaper Subscription 11/20/02 - 11/28/03;Demotte	\$119.00
0	942	INTERNAL REVENUE SERVICE	11/12/2002	FICA & FED Tax Withheld 8 NOV '02	\$7,755.48
0	943	INDIANA DEPARTMENT OF RE	11/20/2002	State & County Taxes withheld OCT '02	\$2,581.88
0	944	PAYROLL	11/25/2002	PAYROLL	\$32,619.08
21504	945	AFLAC	11/25/2002	Supplemental Insurance Premiums-DEC '02	\$132.70
21505	946	ALIAC	11/25/2002	Deferred Compensation Withheld from Payroll 25 NOV '02	\$2,175.54
21506	947	ANTHEM LIFE	11/25/2002	Life Insurance Premium- DEC '02	\$88.35
21507	948	LA-PORTER FEDERAL CREDIT	11/25/2002	Withheld from Payroll 25 NOV '02	\$225.00
21508	949	MIDWAY ELECTRONICS, INC.	11/25/2002	Wireless Communication Rens/Dem library DEC '02	\$420.00
21509	950	NIPSCO	11/25/2002	Wheatfield Utilities 10/11 - 11/12/02	\$674.31
21510	951	SPRINT	11/25/2002	Local Service-Wheatfield & Rens. Pay Phone-NOV '02	\$189.26
21511	952	SPRINT	11/25/2002	Long Distance Telephone OCT '02-Dem & Wheat	\$40.40
0	953	INTERNAL REVENUE SERVICE	11/26/2002	FICA & FED Taxes Withheld 25 NOV '02	\$7,430.50

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$157,667.39

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, November 29, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$157,667.39**

Date this 9 day of December, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

**Receipt Breakdown
November 30, 2002**

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,697.09	\$27,040.87.
DeMotte	\$1,208.35	\$11,005.89		
Rensselaer	\$758.45	\$10,350.18		
Wheatfield	\$730.29	\$5,684.80		
PHOTOCOPIES:			\$540.72	\$6,384.49
DeMotte	\$225.95	\$2,725.65		
Rensselaer	\$229.60	\$2,902.77		
Wheatfield	\$85.17	\$756.07		
CARDS:			\$2.00	\$46.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$2.00	\$46.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$1,006.99	\$14,334.11
Checking/Repurchase/Savings	\$1,006.99	\$14,334.11		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$324,215.00	\$1,114,822.74
Property Tax	\$0.00	\$404,615.74		
License Excise Tax	\$0.00	\$57,347.59		
Financial Institution Tax	\$0.00	\$589.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$3,840.41		
Local Option/Certified Shares	\$291,716.00	\$583,432.00		
Local Option/Property Tax Repl.	\$32,499.00	\$64,998.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$0.00	\$63,728.28
Insurance	\$0.00	\$182.50		
Rebates/Refund	\$0.00	\$159.91		
Postage	\$0.00	\$216.29		
Reimbursements,PFEFF	\$0.00	\$56,495.00		
COBRA/FMLA Reimbursement	\$0.00	\$1,866.20		
Magazine Refunds	\$0.00	\$377.90		
Reimbursements	\$0.00	\$1,360.58		
Telephone refund	\$0.00	\$2,103.24		
Fixed Asset Sales	\$0.00	\$966.66		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$328,461.80	\$1,226,356.49
PLAC FUND:			\$0.00	\$50.00
GIFT FUNDS:			\$0.00	\$5,638.25
DeMotte	\$0.00	\$3,798.61		
Rensselaer	\$0.00	\$1,648.64		
Wheatfield	\$0.00	\$191.00		
LIBRARY IMPROVEMENT FUND:			\$65.12	\$695.91
BOND & INTEREST REDEMPTION FUND			\$0.00	\$178,137.76
Property Tax	\$0.00	\$178,852.85		
License Excise Tax	\$0.00	(\$3,021.04)		
Financial Institution Tax	\$0.00	\$307.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,998.95		
CAPITAL PROJECTS FUND:			\$585.50	\$94,718.84
Interest Earned	\$585.50	\$5,795.16		
Property Tax	\$0.00	\$80,499.28		
License Excise Tax	\$0.00	\$7,495.26		
Financial Institution Tax	\$0.00	\$123.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$805.64		
HOST/HOSPITALITY FUND:			\$91.75	\$797.93
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$329,204.17	\$1,506,395.18

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:			\$22,666.52	\$239,983.21
FIT Tax Collected	\$5,417.30	\$56,539.70		
FICA Collected	\$4,884.34	\$51,573.06		
State Tax Collected	\$2,084.36	\$22,064.50		
County Tax Collected	\$580.98	\$6,148.06		
Deferred Comp Plan	\$4,351.08	\$43,456.55		
#125 Pre-tax Plan	\$2,699.74	\$32,671.15		
Life/Health Insurance	\$17.80	\$200.80		
PERF	\$2,230.92	\$23,429.39		
Credit Union	\$400.00	\$3,900.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$351,870.69	\$1,746,378.39

Voucher List

Jasper County Public Library

Report Date: From 12/1/2002 To 12/9/2002

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21512	954	A.E. BOYCE CO., INC.	12/9/2002	General Receipts #3301-3600	\$68.32
21513	955	AL'S CONSTRUCTION, INC.	12/9/2002	Replace broken masonry cap	\$175.00
21514	956	ALA/BOOKLIST	12/9/2002	Booklist to 12/04-Ren	\$159.90
21515	957	ALEXANDER HAMILTON INSTI	12/9/2002	Annual Subscription Payroll Legal Alert	\$138.00
21516	958	BAKER & TAYLOR	12/9/2002	Books, Continuations, AV	\$2,572.48
21517	959	BAKER & TAYLOR ENTERTAIN	12/9/2002	Video	\$21.59
21518	960	BANK ONE TRUST COMPANY,	12/9/2002	Bond Payment due 1/1/03	\$376,097.50
21519	961	BROWN'S GARDEN & FLORAL	12/9/2002	Mulch, 6 Arborvitea, Crimson Cloud Hawthorn & Thunderchild Crab Tree	\$628.80
21520	962	CULLIGAN	12/9/2002	Water & Cooler Rental-Wheat	\$64.40
21521	963	D & J LAWNCARE, INC.	12/9/2002	Pull weeds & 7 Mowing; 7/24 -10/14, Pruning 9/9, Landscaping; 10 Junipers, stone & mulch	\$1,655.00
21522	964	DIANA KOOY	12/9/2002	Mileage; deposits, branch counterparts mtg.	\$34.68
21523	965	GA FOODS GROUP	12/9/2002	Program supplies & 10 yr. Celebration Supplies-R	\$65.19
21524	966	GAIL JUNG	12/9/2002	Bookkeeping Wrkshp Mileage & Expense 11/19/02	\$38.92
21525	967	GALE GROUP	12/9/2002	Continuations-Something About Author, Publishers Brdct. Media Directory	\$885.42
21526	968	GENEALOGY.COM	12/9/2002	Family Tree Maker CD-Rom Upgrade	\$30.99
21527	969	HERITAGE OFFICE PRODUCT	12/9/2002	Rens. & Dem. Copier Service Contracts	\$1,101.59
21528	970	INFORMATION TODAY	12/9/2002	Literary Market Place	\$305.05
21529	971	INGRAM	12/9/2002	Books	\$84.46
21530	972	INSPIRATIONAL DISTRIBUTOR	12/9/2002	Books	\$98.53
21531	973	JASPER COUNTY HOSPITAL	12/9/2002	Quality Water Test-Demotte	\$30.00
21532	974	JEAN KALUF	12/9/2002	Mileage-ESL & school visit	\$4.38
21533	975	JENNIFER L. EVERS	12/9/2002	Mileage & Registration IOLUG 11/15/02	\$120.19
21534	976	JILL TACHTIRIS	12/9/2002	Mileage-Ref. Wrkshp & Counterparts	\$118.99
21535	977	K.V.ELECTRIC	12/9/2002	Repair outside lights, Replace Fixture lens-Dem	\$145.00
21536	978	KATHRYN B. WEED	12/9/2002	Mileage-Incolsa Mtg. 10/16/02	\$73.00
21537	979	KOLORTECH, INC.	12/9/2002	Circular bulbs	\$50.53
21538	980	LANDMARK AUDIOBOOKS	12/9/2002	3 Replacement tapes-Woman Betrayed(#3), Last Precinct (#5 & #8) Ren	\$15.00
21539	981	LISA DAVIS	12/9/2002	Bookkeeping Wrkshp Expense & Supplies for 10 yr. Party-Rens	\$7.32
21540	982	LONG'S	12/9/2002	Fabric for Quilt-10 yr. Celebration; Rens	\$29.50
21541	983	LYNN DAUGHERTY	12/9/2002	Mileage-checks, brd mtg, mngmnt mtg., planning mtg., director's mtg.	\$91.98
21542	984	PATTY STRINGFELLOW	12/9/2002	Mileage-Mgmt. Mtg., Planning Mtg., FOL Mtg., Wheatfield Christmas	\$57.67
21543	985	PETERSON'S	12/9/2002	Books	\$38.85
21544	986	PLATINUM PLUS FOR BUSINE	12/9/2002	Leadership Conference 10/30/02-Daugherty, Frank	\$72.45
21545	987	PROQUEST INFORMATION & L	12/9/2002	Microfilm-Rens. Republican 5/1/02-8/31/02	\$83.16
21546	988	QUILL	12/9/2002	Tape, Report folders, toner & inkjet cartridges, copy paper, binder, yellow labels	\$488.67
21547	989	RACHAEL CAVINDER	12/9/2002	Mileage-Marketing mtg.	\$16.06
21548	990	RECORDED BOOKS, LLC	12/9/2002	Audio books	\$380.80
21549	991	REGENT BOOK CO., INC.	12/9/2002	Continuations	\$71.67
21550	992	RENEE CARR	12/9/2002	Mileage-Walking books; 10/17 & 11/21	\$11.68
21551	993	RENSSELAER LUMBER CO.	12/9/2002	Ceiling Panels-Dem	\$59.80
21552	994	RUSS' PRINT SHOP	12/9/2002	Shop Around Demotte Promo Ad	\$14.00
21553	995	SECURITY COURIERS CORP.	12/9/2002	4 weeks courier service between branches	\$988.51

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21554	996	SHEILA MAXWELL	12/9/2002	Mileage-Counterparts mtg., NICCL mtg., mgmt. Mtg., INCOLSA Technical Wrkshp.	\$232.19
21555	997	SIMPLEXGRINNELL LP	12/9/2002	Equipment Service Agreement 1/1/03-12/31/03	\$2,969.50
21556	998	SPRINT YELLOW PAGES	12/9/2002	Directory Yellow Pages Dec '02	\$75.25
21557	999	THE TIMES-	12/9/2002	Annual Newspaper Subscription-Dem	\$204.00
21558	1000	TOWN OF DEMOTTE	12/9/2002	Sewer Service-Oct '02 Demotte	\$62.70
21559	1001	TOWN OF WHEATFIELD SEW	12/9/2002	Sewer Service Dec '02-Wheat	\$41.05
21560	1002	TRU-GREEN CHEMLAWN	12/9/2002	Icemelt, treatment of crabapple trees	\$319.00
21561	1003	UNIQUE MANAGEMENT SERVI	12/9/2002	Oct. Placements & Secondary collections	\$31.14
21562	1004	WAL-MART COMMUNITY BRC	12/9/2002	Video's & DVD's	\$106.47
Total Amount of Claims					\$391,236.33

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 03, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$391,236.33

Date this 9 day of December, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting
Monday, December 30, 2002, 9:00 AM
Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Bills to be allowed

Action

Transfers of funds

Action

Encumbrances

Action

Adjournment

Voucher List**Jasper County Public Library****Report Date: From 12/10/2002 To 12/31/2002**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1005	PAYROLL	12/10/2002	PAYROLL	\$31,138.88
21563	1006	ALIAC	12/10/2002	Deferred Compensation Withheld from Payroll 10 DEC '02	\$2,175.54
21564	1007	ANTHEM BLUE CROSS AND B	12/10/2002	Health Insurance Premium DEC '02	\$5,760.61
21565	1008	CITY OF RENSSELAER	12/10/2002	Rens. Utilities OCT '02	\$1,672.55
21566	1009	LA-PORTER FEDERAL CREDIT	12/10/2002	Withheld from Payroll 10 DEC '02	\$225.00
21567	1010	NIPSCO	12/10/2002	Demotte Utilities 10/16- 11/18/02	\$1,507.74
0	1011	INTERNAL REVENUE SERVICE	12/11/2002	FICA & FED Taxes Withheld 10 DEC 02	\$6,969.90
0	1012	INDIANA DEPARTMENT OF RE	12/20/2002	State & County taxes withheld NOV '02	\$2,665.34
21112	1014	DELL MARKETING L.P.	12/17/2002	Void voucher #529	(\$6,571.00)
21112	1015	DELL MARKETING L.P.	12/17/2002	Correcting Voucher #529 entry	\$6,571.00
0	1016	PAYROLL	12/23/2002	PAYROLL	\$30,837.14
21570	1017	AFLAC	12/23/2002	Supplemental Insurance Premium-JAN '03	\$132.70
21571	1018	ALIAC	12/23/2002	Deferred Compensation Withheld From Payroll 23 DEC '02	\$2,175.54
21572	1019	ANTHEM LIFE	12/23/2002	Life Insurance Premium- JAN '03	\$75.00
21573	1020	INDIANAPOLIS STAR	12/23/2002	Annual Subscription 1/3/03 - 1/3/04;Rens	\$231.40
21574	1021	LA-PORTER FEDERAL CREDIT	12/23/2002	Withheld from Payroll 23 DEC '02	\$225.00
21575	1022	NIPSCO	12/23/2002	Wheatfield Utilities 11/12/02 - 12/11/02	\$1,075.16
21576	1023	SPRINT	12/23/2002	Long Distance Telephone NOV '02; D & W	\$31.14
21577	1024	SPRINT	12/23/2002	Dataline, Rens. Payphone, Wheat Local Service DEC '02	\$483.90
21578	1025	MIDWAY ELECTRONICS, INC.	12/23/2002	Wireless Communications Rens/Dem JAN '03	\$420.00
1028	1026	JASPER COUNTY PUBLIC LIBR	12/23/2002	Bank Transfer-Demotte State Bank to Peoples State Bank	\$10,000.00
0	1027	INTERNAL REVENUE SERVICE	12/24/2002	FICA & FED Tax Withheld 23 DEC 02	\$6,898.83
21579	1028	BETTER CONTAINERS MFG. C	12/30/2002	Book Bags	\$256.35
21580	1029	BRIAN ORBAN	12/30/2002	Lawn Care-Wh. Lib. 8/11-11/11/02	\$935.00
21581	1030	BROWN'S GARDEN & FLORAL	12/30/2002	Landscape Maintenance-2002 @ Rens. Lib.	\$1,129.95
21582	1031	DEMCO	12/30/2002	Videocases, book supports, reading level labels-DeM. Lib.	\$86.88
21583	1032	JASPER COUNTY PUBLIC LIBR	12/30/2002	Bank Transfer per board approval 12/30/02	\$45,000.00
21584	1033	NIPSCO	12/30/2002	DeMotte Utilities, 11/18-12/18/02	\$2,709.81
21586	1034	CITY OF RENSSELAER	12/30/2002	Rensselaer Lib. Utilities, 11/7-12/10/02	\$2,169.18

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$156,988.54

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, December 27, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$156,988.54**

Date this 30th day of December, 2002.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

2002 Budget Encumbrances

The following amount is being encumbered from the 2002 budget appropriation by resolution of the Library Board of Trustees, as approved at the December 30, 2002 Board Meeting.

<u>Appropriation</u>	<u>Purchase Order</u>	<u>Vendor</u>	<u>Amount</u>
4.4	5521	Jack Standish	1,116.72
4.4	5519	Kyocera Mita America	<u>2,530.00</u>
		TOTAL ENCUMBERED	\$3646.72

Mark Hining III
Susan Deardorff
Mari Anne Sayler
John D. Lopez

December 30,2002

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

	Added Amount Appropriated		Amount Reduced
1.12 Salary of Assistants	\$ 7,447.96	1.13 Wages of Janitors	\$ 3,760.79
		1.21 Employer's Share-FICA	\$ 2,338.30
1.22 Unemployment Compensation	\$ 978.10	1.23 Employer's Contrib.-PERF	\$ 1,348.87
1.24 Employer's Contribution-Ins.	\$ 4,389.32	4.51 Books	\$ 5,367.42
2.13 Office Supplies	\$ 1,461.74	2.23 Other Operating Supplies	\$ 1,461.74
3.14 Other Professional Services	\$ 3,541.72	3.12 Engineer/Arch Services	\$ 7,207.35
3.26 Networking	\$ 3,665.63	3.51 Gas	\$12,706.75
3.42 Other Insurance	\$12,706.75	3.62 Repairs to Equipment	\$ 583.08
3.53 Water	\$ 60.58	3.52 Electricity	\$ 4,488.04
3.54 Waste Disposal Services	\$ 51.98	3.94 Transfer to LIRF	\$ 1,000.00
3.91 Dues	\$ 470.52		
3.98 Maintenance & Service Contracts	\$ 4,488.04		
4.1 Land	\$ 1,000.00		
TOTAL Added	\$ 40,262.34	TOTAL Reduced	\$ 40,262.34

Mike Hining II
Susan Deardorff
Mari Anne Saylor
Shirley R. Raper

MEMORANDUM

Transfer to Library Improvement Reserve Fund

Summary: We have \$45,000 in the Library Operating Fund, Line 3.94 (Transfer to LIRF), which must be transferred from the Operating Fund to the LIRF if we wish to save the money for use in funding future capital expenditures.

Discussion: LIRF is a fund in which we can accumulate money to pay for

- the purchase of land
- the purchase or construction of buildings
- construction of additions
- improvements to existing structures
- purchase of equipment
- large scale repairs or replacements of buildings or equipment

It is intended to meet capital expenditures and repairs for which taxes cannot reasonably be levied in any one year.

Each year, we put a part of our tax dollars into 3.94 in the Operating Budget, with the intention of transferring that to LIRF during the year. We presently have only \$48,337.91 in LIRF.

Vote: To transfer \$45,000 from the Operating Budget, 3.94 Transfer to LIRF, to the Library Improvement Reserve Fund.



